

Information Management: Publishing and Printing

Dictionary of Terms and Authorized Acronyms

<p>This UPDATE printing publishes a revised USAREC pamphlet. Because of the extensive changes made, no attempt has been made to highlight changes from previous edition.</p>			<p>For the Commander:</p> <p>RICHARD L. TETERS, JR. <i>Colonel, GS</i> <i>Chief of Staff</i></p> <p>Official:</p> <p>ROGER H. BALABAN <i>Director, Information Management</i></p>		
<p>Summary. This pamphlet provides standard definitions, terminology, and authorized acronyms for use within the United States Army Recruiting Command.</p> <p>Applicability. This pamphlet is applicable to all elements of this command.</p> <p>Impact on New Manning System. This pamphlet does not contain information that affects the New Manning System.</p>			<p>Suggested improvements. The proponent agency of this pamphlet is the Office of the Director of Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCIM-RMP-AS), Fort Knox, KY 40121-2726.</p> <p>Distribution. Distribution of this pamphlet has been made in accordance with USAREC Pam 25-30, distribution B. This pamphlet is published in the Recruiting Company Operations and Administration UPDATE.</p>		
<p>Contents (Listed by paragraph number)</p> <p>Purpose ● 1 References ● 2 Responsibility ● 3 Terms ● 4 Acronyms ● 5</p> <p>Appendix A. Related Publications</p> <p>1. Purpose This pamphlet provides standard definitions, terminology, and authorized acronyms for use within the United States Army Recruiting Command (USAREC).</p> <p>2. References For related publications see appendix A.</p> <p>3. Responsibility Directors and special staff section chiefs within Headquarters, United States Army Recruiting Command (HQ USAREC) will submit to HQ USAREC (RCIM-RMP-AS) recommended changes, corrections, additions, and deletions to this pamphlet on DA Form 2028 (Recommended Changes to Publications and Blank Forms). Required documentation will include:</p> <p>a. A reference to where and how the term is used.</p> <p>b. An explanation of the term.</p> <p>c. The extent of usage within the command.</p> <p>d. Justification.</p> <p>4. Terms (listed alphabetically)</p>			<p>A</p> <p>AB box/ABC switch Data switchable line sharing device. Allows two or more devices to share a common line but not at the same time.</p> <p>accession</p> <ul style="list-style-type: none">● Regular Army. An individual who has entered onto active duty.● Army Reserve. An individual who has enlisted into an Army Reserve Program or transferred from the Individual Ready Reserve to a troop program unit. <p>accession control measures Guidelines for enlistment eligibility criteria defined in terms of the Armed Forces Qualification Test and educational requirements.</p> <p>accession mission The number of accessions required by category for a specified period of time.</p> <p>Accession Reporting Applicant Management System Test information, mental and physical, associated with an applicant who is being processed for enlistment into the Army. Initially designed to assist in evaluating Armed Services Vocational Aptitude Battery test deviations or part of the Enlistment Standards Program.</p> <p>accountable test material All materials which contain test questions or answers, to include test booklets, scoring keys, audio tapes, and optical scanner control forms.</p> <p>accreditation (of a school) Recognition by a separate agency of an institution's maintenance of standards that qualify its graduates for admission to higher or more specialized institutions or for professional practice.</p> <p>Active Duty for Special Work Program A program in which selected Army Reserve troop program unit members are placed on active duty in support of local recruiting activities such as displays, exhibits, open houses, fairs, Total Army Involvement in Recruiting events, and recruiting drives to produce Army Reserve leads.</p> <p>active duty for training Full-time duty in the Armed Forces performed by reserves for training purposes.</p> <p>active duty service date Date entered on active duty from which retirement credit is computed.</p> <p>active file The main active file containing current applicant records and recent accessions. Records no longer required on the main active file are placed in a historical file. Military Entrance Processing Station personnel work directly with the main active file.</p> <p>activity A Department of the Army recruiting unit or organization performing a specific function.</p> <p>additional special training Any additional training recommended by the recruiting station commander to improve new re-</p>		

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cruiter effectiveness.

adjusted authorizations

An adjustment to Army Reserve enlisted authorizations that accounts for overlaps in Army Reserve market areas.

adjusted contract plan

A system used to streamline and simplify the mission planning process by reducing the number of categories which must be addressed in the mission planning process.

adult education

An academic, instructional program designed to meet and fulfill the unique needs of adults and youths beyond the age of compulsory school attendance who have interrupted their high school formal education. This program may be provided by a school system, college, or other education agency. Instruction provided ordinarily consists of high school level courses. High school diplomas or equivalent certificates are often awarded upon completion of the program.

Advanced Noncommissioned officers' course

A course that stresses military occupational specialty related tasks. Emphasis is on technical and advanced leadership skills.

advance reservation

A reservation made for an applicant prior to the applicant's processing at the Military Entrance Processing Station.

adverse personnel actions

Unfavorable personnel actions including, but not limited to, removal from recruiting duties, withdrawal of recruiting military occupational specialty code or additional skill identifier code, and/or letter of reprimand.

Affirmative Action Plan

A management document that consists of statements of attainable goals and timetables. This document is required of all Army organizations, commands, agencies, and activities down to recruiting brigade or equivalent level. It is designed to achieve equal opportunity for all military personnel. Affirmative action plans will address conditions where affirmative action is needed with practicable strategies to remedy the conditions available and explained, and the end conditions sought clearly expressed.

Affirmative Employment Program Plan (Civilian)

A tool to achieve equal employment opportunity. A program of self-analysis, problem identification, data collection, policy statements, reporting systems, and elimination of discriminatory policies and practices, past and present. Action taken to provide equal employment opportunity in hiring, promotion, training, recognition, and all other aspects of employment.

allegation

Information from any source that a USAREC member violated USAREC Reg 601-45. Allegations can be expressed or implied based on oral or written statements which need not be signed or sworn. Recruiting improprieties also can be inferred based on documentary evidence.

allopathy

A system of medical practice making use of all measures proved of value in the treatment of disease.

Alternate/Split Training Program

Army Reserve enlistment option available to applicants with school or employment conflicts. This program permits basic training during one period and advanced individual training up to 1 year later.

alternate test form

One of four alternate forms of the Armed Services Vocational Aptitude Battery currently in use. Armed Services Vocational Aptitude Battery 18 and 19 is given to high school students in the Department of Defense Student Testing Program. Armed Services Vocational Aptitude Battery 20, 21, and 22 are given to service applicants for aptitudinal qualification and classification, and are used to retest applicants without repeating the same test.

alternate test version

Each alternate test form of the Armed Services Vocational Aptitude Battery 20, 21, and 22 is produced in two versions (three versions for Armed Services Vocational Aptitude Battery 18 and 19) (i.e., Armed Services Vocational Aptitude Battery 21a and 21b, Armed Services Vocational Aptitude Battery 18a, 18b, and 18c; and Armed Services Vocational Aptitude Battery 19a, 19b, and 19c). For Armed Services Vocational Aptitude Battery 18 and 19, the alternate versions of the test form have the same questions, but they are arranged in a different order within each subtest. For Armed Services Vocational Aptitude Batteries 20, 21, and 22, the alternate versions of the test form have the same questions for the Non-Armed Forces Qualification subtest, but arranged in a different order. However, the Armed Forces Qualification Test subtests have totally different questions on each of the alternate versions of the three alternate test forms.

AMEDD Data Prospect Record (USAREC Fm 200-5)

Form used to record information concerning Army Medical Department prospects.

annual training

Normally a 2-week period in which an Army Reserve unit travels to an appropriate training site to perform its mobilization mission.

APPLE-MDT

A memory aid used by recruiters to ensure that

prequalification is adequately accomplished during the sales presentation. The acronym represents the requirement to verify qualification prerequisites regarding: Age, Physical condition, Prior service, Law violations, Education, Marital status, Dependents, and previous Armed Services Vocational Aptitude Battery Testing.

applicant

A person who has begun processing for enlistment or commissioning or Individual Ready Reserve transfer into the Regular Army or any other Army Reserve Component of the Army.

applicant data diskette

A floppy diskette used with the Joint Optical Information Network to collect and store applicant information.

appointing authority

USAREC commanders at the recruiting battalion level or higher, the USAREC Deputy Commanding General, USAREC Chief of Staff, and the Director of Enlistment Standards (acting for the Commanding General, USAREC) are authorized to appoint informal investigations concerning allegations of a recruiting impropriety and other matters within their areas of responsibility. Only the USAREC Commanding General, Deputy Commanding General, or Chief of Staff may authorize a headquarters investigation. This definition applies only in the recruiting impropriety context.

approval authority

The Commanding General, USAREC; or when empowered to act for the Commanding General, the Deputy Commanding General of USAREC. This definition applies only in the recruiting impropriety context.

area C-E office

A United States Army Information Systems Command communications-electronics office responsible for providing assistance and coordination of telecommunications requirements for Army installations and/or activities within a specific geographical area.

area poster

An 11" x 16" easel-back poster which is displayed in various locations in the community, such as local businesses, high schools, colleges, and post offices to help build recruiting station traffic.

Armed Forces Fingerprint Card (DD Form 2280)

The card used to record nonprior service applicant fingerprints when requesting an Entrance National Agency Check.

Armed Forces Qualification Test

Armed Forces Vocational Aptitude Batteries 18 through 22. Prior to 1 January 1989, the Armed Forces Qualification Test was calculated by the formula: Arithmetic reasoning + word knowledge + paragraph comprehension + (numerical opera-

tions divided by 2). Effective 1 January 1989, the test is calculated by the formula: (Two times the sum of word knowledge + paragraph comprehension) + arithmetic reasoning + mathematics knowledge.

Armed Services Vocational Aptitude Battery

A battery of subtests designed under Department of Defense sponsorship, to measure potential for training in general occupational and aptitudinal qualification for enlistment. The battery is structured in production and student (school) forms. The production forms are administered by Military Entrance Processing Stations and Mobile Examining Team sites for selection and classification purposes. The student form is provided at no cost to high schools and postsecondary institutions by the Department of Defense. It may be used as an enlistment qualifying battery and also provide leads on potential applicants for recruiters. It may be used as a career exploration tool by students and their counselors.

Armed Services Vocational Aptitude Battery qualified declined

An individual who has completed the Armed Services Vocational Aptitude Battery test and is qualified but declines further processing.

Army Apprenticeship Program

This program is designed to provide recognition for soldiers equal to their civilian counterparts. Successful completion of training and technical instruction results in a "Certificate of Completion of Apprenticeship, Journeyworker Status" which is awarded by the Department of Labor.

Army Career and Alumni Program

A Department of Defense initiative to get industry involved in hiring military alumni. USAREC's role is to sell industry the concept of hiring Army alumni.

Army Civilian Acquired Skills Program

Enlistment program allowing applicants to obtain an accelerated promotion up to the grade of E-5, based upon civilian schooling or acquired skills.

Army College Fund

An enlistment incentive which provides additional monetary benefits to eligible GI Bill participants. The Army College Fund and GI Bill offer \$20,000 for a 2-year enlistment; \$25,000 for a 3-year enlistment; or \$30,000 for a 4-year enlistment.

(1) Eligible. Any individual enlisting in the Regular Army for a specified critical military occupational specialty who is a first-term nonprior service, high school diploma graduate, with a minimum Armed Forces Qualification Test score of 50.

(2) Taker. Any Army College Fund eligible individual who enlists in a designated critical Army College Fund military occupational specialty.

(3) Participant. Any Montgomery GI Bill taker who agrees to have \$100 a month collected from

their pay for 12 months, meets all Army College Fund requirements, and enlists for a specified critical military occupational specialty.

(4) User. Any Army College Fund participant who, after successful service, begins using educational entitlements through the Veterans Administration.

Army Continuing Education System

A wide range of educational opportunities, both academic and vocational/technical, for all soldiers. Army Continuing Education System programs are carefully integrated with unit activities and mission to reinforce Army readiness and to enhance the Army's ability to attract and retain highly motivated soldiers.

Army Enlisted Commissioning Program

Provides soldiers the opportunity to complete a Bachelor of Science degree in Nursing, become a registered nurse, and be commissioned in the Army Nurse Corps.

Army Medical Department Recruiting Detachment

The echelon of command exercising supervisory and command control over health care recruiting operations and personnel (via health care recruiting teams) within a geographical portion of the recruiting brigade.

Army National Guard

A military force organized to provide units organized, equipped, and trained to function efficiently under competent orders of Federal or State authorities in the protection of life and property and the preservation of peace, order, and public safety. Members of the Army National Guard are under the jurisdiction of the respective states unless ordered into active Federal service by the President under the jurisdiction of the Secretary of the Army.

Army Nurse Candidate Program

Provides civilian nursing students the opportunity to obtain a Bachelor of Science degree in Nursing, become a registered nurse, and be commissioned in the Army Nurse Corps.

Army Nurse Corps Recruiter Sales Book

See Army Recruiter Sales Book.

Army Nurse Corps "Spirit of Nursing" Award Program

A local and national level award program conducted by USAREC with the cooperation of the National Student Nurses' Association in support of Army Nurse Corps recruiting.

Army or Army Reserve Potential Benefit Summary Sheet

A form produced by the Joint Optical Information Network to summarize the total Army or Army Reserve enlistment entitlement. It is given to the applicant as evidence of Army or Army Reserve benefits at the end of the sales presentation.

Army Recruiter Course

A 6-week qualification course given in three phases (academic, performance, and certification) at Fort Jackson, South Carolina, for personnel selected for recruiting duty and awarded skill qualification identifier of 4 upon completion. Army Reserve personnel are awarded military occupational specialty 79R upon successful completion of the course.

Army Recruiter Sales Book

A sales aid developed for recruiters to present a structured sales presentation when a Joint Optical Information Network system is not available. It is designed to pictorially stimulate an interest in and provide an understanding of Army programs.

Army Recruiter Sales Kit

An issued sales aid used to enhance the recruiter's ability to present the Army in an accurate and professional manner, consisting of: One briefcase, one three-ring binder with sales book insert (USAREC Pam 601-8), and one six-ring binder (planning guide with planning guide insert).

Army Recruiting and Accession Data System

A system to provide automated support and communication within this command down to recruiting battalion level to provide and maintain a single base of accessions for the Army.

Army Recruiting Command Central Computer System

The central computer system located at the Department of Defense Mega Center in Denver, Colorado, accessible to recruiting brigades and recruiting battalions for input and retrieval.

Army Recruiting Management Course

This course consists of three phases. Phase 1 is leadership training, taught in the first 3 weeks; Phase 2 is guidance, taught in weeks 4 and 5; and Phase 3 is operations taught in week 6. This course is designed to provide positional training for recruiting station commanders, operations noncommissioned officers, master trainers, and senior trainers.

Army Reserve technician

Full-time civilian (i.e., Department of the Army civilian) employee of the Army Reserves who possesses dual status as a civil service worker during the week and a military rank during Army Reserve drill periods. Normally, the functions performed in both roles are complementary.

Army share of Department of Defense

Also called market share. The Army percentage of the total Department of Defense contracts in a given category (i.e., nonprior service (male), nonprior service (female), high school diploma graduate (male), etc.).

assigned not joined

Recruiter who has departed one element of the

command during a reporting period and is still enroute to another element at the end of the reporting period.

authorization

The process by which a telephone call is approved, which results in additional costs to the Government (e.g., toll). Usually this is done by the telecommunication control officer.

authorized manpower (authorizations)

That portion of required manpower that can be supported by allocated manpower, and is reflected in the authorized columns of current or projected tables of distribution and allowances.

authorized positions

The number of positions authorized in the reporting element will be determined and reported by Resource Management and Logistics Directorate, HQ USAREC, on the most current tables of distribution and allowances for each element as of the last day of the reporting period.

automated Entrance National Agency Check

Facilitates the completion of a personal security investigation in a few days, instead of 4 to 6 weeks, by a standard investigation.

Automated Territorial Alignment System

A mapping and data base system to build station territories. Merges existing data from multiple sources (e.g., USAREC, census, Department of Defense) to improve efficiency of recruiting market analysis and build customized cartographic files.

automatic digital network

A worldwide automatic communications system which provides automatic message service for the Department of Defense and certain non-Department of Defense subscribers. It is a common-user network in the Defense Communications System.

automatic voice network

The principle long-haul, voice communications network providing unsecure, direct distance services worldwide through a system of Government-owned and -leased automatic switching facilities. This is being replaced by Defense Switched Network.

available for production

An information field contained on the Recruiter Strength Report which indicates the number of personnel assigned to a production position, regardless of the actual mission assigned.

awareness increasers

Activities designed primarily to create a favorable impression of the Army by demonstrating special skills, participating in parades, or acting as a color guard. A useful measure or criterion is exposure; that is, how many people see our activity.

B

background investigation

A background investigation consists of a full field background inquiry scoped from 5 to 15 years or longer. A background investigation is required for U.S. citizens for a TOP SECRET clearance.

Balance United States Army Reserve

Recruit Quota System program showing accessions for the Army Reserve.

base communications

Administrative telecommunications services provided for the operation of a military post, camp, installation, station, or Department of the Army activity. This includes the installation, operation, maintenance, augmentation, modification, and rehabilitation of telecommunications networks, systems, facilities, and equipment which provide local and intrapost communications, to include off-post extensions.

Basic Noncommissioned officers' course

An advanced noncommissioned officer course which stresses performance-oriented training techniques. Soldiers are trained in military occupational specialty - critical job tasks to specified standards.

Basic Skills Education Program

The Army's primary on-duty program designed to develop job-related language and computational skills essential to soldiers' career patterns.

Basic Technical Course

A course which focuses on training critical tasks for a given military occupational specialty.

basic training

Training for soldiers (less those exempted in accordance with AR 612-201), which provides fundamental military knowledge.

battalion afteraction review conference

Battalion afteraction review conference between recruiting battalion commanders and the Commanding General with the recruiting brigade commander present, where recruiting battalion production performance is reviewed.

battalion leadership team

The recruiting battalion commander, executive officer, and recruiting battalion sergeant major.

Battalion Operations and Awards Reporting Data System

An automated data system which provides production-related information and award points computations for recruiting battalion's management use.

Battalion Production Management System

See production management systems.

billing office address code

An address code established by the General

Services Administration to identify their vehicle customers by activity and geographical area.

blanket travel orders

Orders issued to individuals who regularly and frequently make trips away from their permanent duty station within certain geographical limits in performance of regular assigned duties.

board certification

Certification by an American specialty board which, by examination (usually oral and written), designates the certified individual as being fully trained and competent to practice in that specialty.

bonus

A monetary incentive that is paid to the soldier (once military occupational specialty qualified) that allows USAREC to channel applicants into the military occupational specialty or unit (Army Reserve only) that the Department of the Army deems to be most critical.

bootleg copy

An illegal copy of computer software.

brigade judge advocate

Legal advisors to recruiting brigade commanders and their staffs, and to recruiting battalion commanders, as required.

C

cadre recruiter

Noncommissioned officer involved in leadership and training who has been awarded primary military occupational specialty 79R for the Regular Army and for the Army Reserve. All recruiters are awarded military occupational specialty 79R upon graduation from the recruiter school.

call forwarding

Automatic rerouting of calls from one location to another.

call hold

An existing call can be placed on hold while an incoming call is answered on a single-line instrument.

call waiting

A call in progress is interrupted by a tone indicating another call is being attempted to that number.

candidate

Individual selected for assignment as a recruiter who has reported into a command unit but has not completed the Army Recruiter Course.

canvassing point

A temporary recruiting location established for a limited period (not to exceed 89 days) to determine new market potential or to capitalize on seasonal markets. The canvassing point may be located in rent-free space in a building, trailer, or van. Occupancy of the facility must not exceed 89 days. HQ USAREC approval is required for

establishment of canvassing points and telecommunication services are authorized by exception only.

career day

A prescribed day in a high school, college, technical or vocational training school set aside to give students the opportunity to discuss employment and educational opportunities with the military, educational institutions, and business representatives.

career management field

A manageable grouping of related military occupational specialties providing visible and logical career progression.

centers of influence

Individuals who can help develop a better image of the Army, influence individuals to enlist or commission in an Army program, or refer names of leads to Army recruiters.

centers of influence event program

A seminar, clinic, or presentation which USAREC totally or partially sponsors for the purpose of providing Army enlistment information to centers of influence and soliciting their support for Army recruiting, incidental to which a meal may be provided.

certification

The process by which the telephone bill is annotated to be correct. This process is the acknowledgment that all calls were approved and official. Accomplished by the telecommunications control officer. Also refers to types of credentials held by health care professionals.

chaplain candidate

A seminarian or seminary graduate commissioned in the Army in the rank of second lieutenant, who is enrolled in an Army training program to prepare for the Army chaplaincy.

chief medical officer

Physician assigned as the chief of the medical examination section in the Military Entrance Processing Station.

cinema pod

A display designed and built for indoor showings of multimedia presentations dealing with the Army.

cinema van

An 18-wheel tractor trailer that expands to a mobile theater, seating 30 people, displaying a multimedia show about the Army.

circuit

An electronic path between two or more points capable of providing two-way communications.

circuit usage

Total time a circuit is in use, measured in minutes for long-distance toll, in tenths of hours for WATS

for all hours contracted for, and in additional message units, in areas where message rate service is utilized.

Civilian Aides to the Secretary of the Army

Business and community leaders selected to assist the Secretary of the Army in their respective states or areas of influence in matters involving the Army.

Civilian Health and Medical Program of the Uniformed Services

As authorized in Title 10, United States Code, Chapter 55, a program set up to provide medical benefits to specified categories of individuals who are qualified for these benefits by virtue of their relationship to a member of one of the seven uniformed services.

civilian personnel office

Acts under the authority of the Commanding General to accomplish civilian personnel matters. This office furnishes staff advice and assistance directly to managers in the development and administration of civilian personnel programs designed to obtain, compensate, train, develop, utilize, and retain a qualified, effective, and efficient civilian work force.

civilian personnel officer

The designee of the Commanding General responsible for discharging delegated authority for civilian personnel administration. The civilian personnel officer is also responsible for providing management advice and assistance to the top management staff and other managers within the organization.

client-server computing

The partitioning of a processing activity between a cooperating set of resources: A client (the requester) and one or more servers (the responder). The client, running on the desktop in most cases, is the primary requester while the pools of servers are the responders.

coaching

Any activity to instruct or prepare an applicant for the Armed Services Vocational Aptitude Battery testing.

coding

The abbreviation of data into machine readable symbols, such as a combination of alphabetic and numeric characters.

collect call

A call placed through the operator and charged to the called number.

college

A postsecondary school which offers general or liberal arts education, usually leading to a first degree (junior colleges and community colleges are included). The institution must be accredited and listed in the current edition of the Commission on Recognition of Postsecondary Accredi-

tation Book for credentials issued to any of its students or graduates to be used for enlistment purposes.

college fair

Sponsored by the National Association of College Admission Counselors, college fairs are held annually in cities across the country. Students and teachers attend these programs to learn more about educational and career opportunities after high school.

college list

A roster that contains the names, addresses, and/or telephone numbers of students enrolled (full- or part-time) at community and junior colleges, technical institutes, and branch or main campuses of 4-year colleges and universities.

collocated recruiting activities

Those recruiting activities (i.e., recruiting station, recruiting company, or recruiting battalion) which are located in a facility with one or more other armed service recruiting activity and occupy the same room or suite with a common entrance: are located in adjacent or adjoining space with separate entrances; or are located on the same floor of the building.

Command Integrated Management System

An integrated data base that supports the short- and long-term needs of managing the recruiting force. Provides timely and accurate information for strategic planning, management control, and operational control of the recruiting force and its line management. Includes data on marketing areas and both authorizations and fill for personnel, equipment, and facilities.

commitment

An administrative reservation of funds based on orders that authorize the creation of an obligation.

common carrier

Any person, partnership, association, jointstock company, trust, governmental body, or corporation engaged in the business of providing telecommunications services to the general public, and authorized or franchised by the Federal Communications Commission or other appropriate governmental regulatory body.

common-user telecommunications

These are official Army telecommunications services available to all authorized users.

Communications-Electronics

A USAISC supporting office for communications-electronics assistance.

Communication Service Authorization

DD Form 428 (Communication Service Authorization) is the form prescribed for use in procuring leased communications services under the terms of general agreements with common car-

riers.

Company Commanders' Gunner Program - Phase III of the New Company Commander Training

Program conducted in which newly assigned recruiting company commanders are required to accomplish one grad or senior I-III A enlistment within the first 90 days after assuming command in order to gain firsthand experience in the recruiting process.

company leadership team

The recruiting company commander and recruiting first sergeant.

Company Production Management System

See production management systems.

completed medical evaluation

A full medical examination or inspection as reviewed by the chief medical officer (including evaluation of consultations and/or medical letters), which includes profiling.

Computerized Adaptive Screening Test

A computerized test that has been developed for use with the Joint Optical Information Network system to predict the Armed Forces Qualification Test score of a potential enlistee.

Concurrent Admissions Program

A joint program of the Army, Army National Guard, Servicemembers Opportunity Colleges, and participating colleges to admit new soldiers to a college or university at the time of enlistment.

conference call

Telephone call comprised of three or more parties.

confirmation test

An Armed Services Vocational Aptitude Battery retest administered when there is reasonable evidence to indicate that the production test scores are suspect.

consolidated leads list

Prior service leads list consolidates the Individual Ready Reserve density roster and other services (Defense Manpower Data Center) leads list. It is accessed through the USAREC mainframe.

contact

Communication initiated by a recruiter to create interest in Army programs among prospects. Although the primary objective of contact is satisfied by gaining an appointment for a sales interview, recruiters contact individuals in order to accomplish "blue-printing" (a form of lead refinement) to support future followup.

contract

See enlistment contract.

contracting officer

A military or Department of the Army civilian employee who has been delegated authority to enter into, administer, and/or terminate contracts within a designated area, consisting of one or more Army installations or activities. Authority for such contracting will be in accordance with procedures outlined in the Federal Acquisition Regulation.

contracting officer's representative

Individual appointed by the contracting officer, in writing, responsible for overseeing contracts with vendors and interfacing directly with vendors, subject to the scope and limitations of his or her authority.

contract mission

The set number of net contracts required by category for a specified period of time. Contracts are reservations made on the Recruit Quota System. Net contracts are total minus Delayed Entry Program member loss.

control activity

The activity within a Military Entrance Processing Station that controls applicant processing, directs individuals to various sections, and is usually under the supervision of the reception and orientation sergeant.

convention

Normally an annual meeting sponsored by national professional associations where association members gather for discussion of and action on particular matters of common concern.

CORPA Book

Commission on Recognition of Postsecondary Accreditation Book.

cost analysis

The process of analyzing and estimating incremental and total resources required to support past, present, and future forces, units, systems, functions, and equipment.

courtesy shipment

The accession of an individual previously processed by a different Military Entrance Processing Station into the Delayed Entry Program.

currently in high school

An individual who is currently in their junior year of high school and who has completed the 10th grade. This enlistment category is authorized for the Army Reserve Alternate Training Program only.

customer or user

The requestor and recipient of local telecommunications services.

customer premise equipment

Common name for those Government-owned electronic key telephone service systems that are installed in USAREC recruiting battalions

and guidance counselor activities authorized seven or more voice telephone lines.

D

data

Information conveyed by the discrete variation of one or more parameters. Record communications.

data set

A device which converts the signals of a business machine to signals that are suitable for transmission over communications lines.

days of service

Soldier with less than 180 days of Reserve service who contracts for the Regular Army.

dCAS Data Base Commitment Accounting System

The informal accounting system which tracks commitment and obligations in the Standard Financial System.

DCG mission assignment conference

Mission assignment conference involving the Program Analysis and Evaluation Directorate and the Deputy Commanding General to establish and validate a recruiting brigade's mission assignment process.

defective enlistment

A defective enlistment exists when the soldier was eligible for enlistment in the Army but did not meet the prerequisites for the option for which enlisted.

Defense Activity for Non-Traditional Education Support

Services to active duty military personnel, includes provision of nationally recognized credit-by-exam and certification programs and independent study courses from fully accredited civilian colleges or universities.

Defense Manpower Data Center

Department of Defense agency that provides prior service enlistment eligibility information (Department of Defense recruit file) to authorized command personnel.

Defense Metropolitan Area Telephone System

A centrally managed Department of Defense telephone service program for military activities in specified metropolitan areas.

Delayed Entry Program

An enlistment program which allows an individual to delay their entry onto active duty for a period of up to 365 days. This program is subject to controls, as determined by Commanding General, USAREC. Individuals enlisted into the Delayed Entry Program must remain under continuous military orders.

Delayed Entry Program controls system

Constraints designed to ensure achievement of the accession mission. These constraints govern the length of time enlistees are allowed to remain in the Delayed Entry Program based on their education level and Armed Forces Qualification Test score.

Delayed Training Program

An enlistment program which allows an individual to join the Army Reserve and delay their entry into initial active duty for training for a period of up to 365 days. Individuals enlisted into this program may or may not be participating with their unit of assignment while waiting for initial active duty for training.

density (Army Reserve)

The current level of Army Reserve troop program unit enlisted authorizations in a given Army Reserve market area expressed as a ratio of military available to each authorization.

DEP and/or DTP functions (unfunded)

A planned, organized gathering originating at recruiting station level consisting of Delayed Entry Program and/or Delayed Training Program members. The purpose of the function is to reinforce enlistment commitment and obtain new leads. Guests may or may not attend. No funds are used for this function.

Department of Defense recruit file

The centralized system for prior service enlistment eligibility information to provide authorized personnel with a means to obtain a quick response to questions regarding enlistment eligibility of prior service applicants.

DEP/DTP Tracking Log (USAREC Fm 611)

Provides recruiting station commanders with a tracking system for monitoring the status of the recruiting station's Delayed Entry Program and Delayed Training Program pool and any courtesy enlistments that they are given the responsibility to finalize.

DEP loss

A Delayed Entry Program separation or voided enlistment.

DEP movement (also called DEP slide)

Legitimate changing of scheduled enlistment date for applicant's convenience (e.g., temporary physical reject, hardship, etc.) which does not result in a permanent loss for Army enlistment.

DEP separation

A separation from the Delayed Entry Program through official published orders (format 500).

DEP void enlistment

Action taken to separate a Delayed Entry Program member that has enlisted fraudulently, erroneously, or has a defective enlistment. A separation from the Delayed Entry Program through official published orders (format 505).

detachment leadership team

The Army Medical Department detachment commander, executive officer, and first sergeant.

detail recruiter

A soldier selected and assigned by Department of the Army to recruiting duties for a period of 3 years.

deviation Armed Forces Qualification Test

The numerical deviation (difference) between the actual Armed Forces Qualification Test score obtained by the applicant and the predicted Armed Forces Qualification Test standard.

direct marketing

Any advertising activity which creates and exploits a direct relationship between recruiters and their prospects.

direct response advertising

Advertising designed principally to generate contact opportunities (leads) for recruiters. Direct mail is the predominant direct response lead generator.

distinctive faith group

Any religious body or group, voluntarily united in practice of their faith, by commonly held distinctive religious convictions and mutual adherence to doctrines requiring worship separate from other religious groups, either as a matter of regular practice or by preference.

distribution of quality mission

The number of accessions required by test category by military occupational specialty.

domicile-to-duty transportation

Official use of Government transportation between residence and place of employment. Domicile-to-duty in Government-owned vehicles is authorized only for recruiting company commanders, first sergeants, field recruiters on production, master trainers, senior trainers, and Army Medical Department recruiters when engaged in field work on a case-by-case basis. Field work is defined as official business performed away from the regular duty station. These authorizations require advance approval.

dominant buying motive

The one need, interest, or goal that is the most important to the prospect as determined during probing the needs and interests step of the recruiter sales presentation.

draw down

The program which will trim USAREC to resource levels comparable with the budget and mission set forth by the Deputy Chief of Staff for Personnel.

drawing special duty assignment pay

Recruiters who received special duty assignment pay on their most recent leave and earnings statement.

duplicate reservation

Two or more reservations on file simultaneously with the same social security number for the same applicant.

E**early ship**

A Delayed Entry Program enlistee brought onto active duty prior to the recruit ship week within which his or her scheduled Regular Army enlistment date falls. EXAMPLE: Applicant's advanced individual training class calls for a recruit ship week of 8 October 1996. The applicant's scheduled Regular Army enlistment date is between 2 October 1996 (Tuesday) and 8 October 1996 (Monday). If an applicant is brought onto active duty, prior to 2 October 1996, without a contract renegotiation he or she is an early ship.

ecclesiastical endorsement (or approval)

An endorsement (or approval in the case of a chaplain candidate) provided to a member of the clergy from a distinctive faith group headquarters that is recognized by the Armed Forces Chaplain Board allowing an individual to perform their faith group's maintenance as a chaplain in the military.

economic analysis

An analysis of an intended change in requirements to ensure the most cost-effective alternative which satisfies the requirement and is consistent with Army objectives and practices, is selected.

education services specialist

Department of the Army civilian (GS 1740 series) assigned to USAREC as an education advisor to recruiting battalion, recruiting brigade, and HQ USAREC. As a staff action officer, the education services specialist has the responsibility for the development, coordination, and administration of programs designed to promote positive awareness and understanding of the Armed Services Vocational Aptitude Battery, GI Bill, Army College Fund, Army Continuing Education System, and Army occupational specialties and careers.

educator/centers of influence tours

A USAREC-sponsored tour of Army activities to observe methods of training, quality of life, equipment, education, and recreation centers; to create better awareness and understanding of the Army; and to solicit educator/centers of influence support for improved access to schools, directory information, students and graduates, and scheduling of the Armed Services Vocational Aptitude Battery testing in schools.

electronic key telephone system

Electronic telephone equipment consisting of six-button or larger capacity telephone instruments, key service units, multiple features, and winking lights. See also modular telephone system.

electronic switching system

Fully electronic, efficient, state-of-the-art telephone system.

eligible for special duty assignment pay

Recruiter entitled by governing regulations to receive payment.

eloper

Individual who departs the Military Entrance Processing Station without authorization prior to completion of processing, or an individual who departs the station with permission, but fails to return to complete processing.

enlistee

A person who has taken the Oath of Enlistment into the Delayed Entry Program, Regular Army, or Army Reserve Component of the Army and signed applicable portions of DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States), or who has signed an application to transfer to a troop program unit.

enlistment

A voluntary contract (DD Form 4) for military service entered into between an individual and the Army which results in changing the status of the individual person from that of a civilian to that of a member of the military (Regular Army or Army Reserve).

NOTE: For the purpose of this pamphlet, the term enlistment includes entry into the Delayed Entry Program, original enlistment in a troop program unit (with or without delay or split training), in the Delayed Entry Program and to all matters pertaining to the subsequent enlistment in the Regular Army or appointment in the Regular Army, Army Reserve, Officer Candidate School, Warrant Officer Flight Training, or Army Nurse Candidate Program. Thus, the rules of this pamphlet apply both to all matters pertaining to the enlistment in the Delayed Entry Program and to all matters pertaining to the subsequent enlistment in the Regular Army.

enlistment contract

A signed document specifying conditions, standards, and terms of enlistment into an Army program. (See coding instructions, DD Form 4.)

Enlistment Screening Test

Test administered at the recruiting station. This test can be used as an indicator to predict the Armed Forces Qualification Test score of a potential enlistee, and will derive a starting point for the sales presentation.

Enlistment Standards

A program that monitors the enlistment process to deter recruiter improprieties and enhance the recruiting process by requiring a high degree of recruiter integrity in the recruiting environment.

Entrance National Agency Check

Check of records of appropriate agencies, such as the Federal Bureau of Investigation, made by

the Defense Investigative Service, regarding the loyalty and trustworthiness of an applicant. Results of the check are provided to the enlisting service to aid in determining the applicant's suitability. This check is required for nonprior service applicants.

Equal Employment Opportunity Office (Civilian)

Acts under the authority of the Commanding General to provide leadership to the command in the implementation of and compliance with Federal Civil Rights laws, procedures, and programs.

equal employment opportunity officer (civilian)

The designee of the Commanding General who serves as principal advisor in equal employment opportunity matters. Responsible for the development and implementation of the Equal Employment Opportunity Program, regulations, policies, procedures, guidance, reporting systems, and other official requirements. Manages, monitors, and evaluates the Equal Employment Opportunity Program, special emphasis programs, informal and formal complaints, as they pertain to civilian employees assigned to USAREC.

Equal Employment Opportunity Program (Civilian)

A Federal Government program to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, age, reprisal, and handicap (mental or physical), and to promote the full realization of equal employment opportunity through a continuing affirmative program.

Equal Opportunity Program (Military)

A military program designed to provide consideration and treatment based upon merit, fitness, and capability irrespective of race, color, religion, sex, or national origin.

erroneous enlistment

An enlistment that would not have occurred had the relevant facts been known and appropriate regulations been adhered to.

established high school

One which contains a student class population (at least grades 10 through 12) and conducts regular day classes within a curriculum that requires attendance and leads to the award of a high school diploma. Normally the curriculum is of 4 years duration and not less than 3 years. Accreditation of the school is not necessary for it to be considered established.

evenflow

The philosophy that constant work rates (daily prospecting) will produce a steady flow of contracts. Evenflow also applies to a regulated supply of applicants furnished to the Military Entrance Processing Stations for processing, and

enlistees to the training base, consistent with processing and training capacities.

F**facsimile**

Transmission of pictures, maps, diagrams, etc. The image is scanned at the transmitter, reconstructed at the receiving station, and duplicated on some form of paper.

family services coordinator

A staff officer assigned at recruiting brigade or recruiting battalion level who coordinates soldier and family support for members of the unit.

FBI U.S. Department of Justice Fingerprint Card (Applicant) (JUST Form FD 258)

The card is used to record prior service applicant fingerprints when requesting a National Agency Check.

FEBA

A memory aid used by recruiters to properly structure the features and benefits step of the sales presentation, which stands for Fact, Evidence, Benefit, and Agreement.

Federation of Licensing Examiners

Body composed of state licensing examiners that prepares one licensing examination given by all member states. This is the licensing examination given in the vast majority of states.

fee basis physician

Civilian medical doctors employed by Military Entrance Processing Stations to conduct medical examinations and/or consultations at Military Entrance Processing Stations.

fellowship

Akin to the residency except that it occurs after the residency and is a period of further specialization.

fifth pathway

United States citizen, graduate of a foreign medical program with an undergraduate degree from an accredited U.S. college or university who has not completed an internship in a foreign country or has not completed a year of social service in a foreign country; individual completes a year of clinical clerkship prior to admittance into a graduate medical education program.

finding

A finding is a complete, comprehensive, concise report of a condition found during an inspection that is either a problem requiring resolution or a commendable item that should be shared with other activities. It is the principal means by which inspector general inspectors document problems for action.

fiscal intermediary

Insurance company that handles CHAMPUS and CHAMPUSVA claims for care received

within a particular state or country (claims processor).

flagstop

Rent-free space where recruiting publicity materials are placed. Not authorized telephone service.

focus

Local marketing strategy which utilizes a simple quarterly analysis to prioritize counties. Local advertising resources are allocated accordingly.

Force Management Branch

Office established at the United States Total Army Personnel Command to control the military occupational specialty assignments and quality of prior service applicants prior to enlistment or reenlistment.

foreign exchange

A number assigned to a telephone instrument located in a different telephone exchange area.

frame relay

A high speed packet switching (10 times X.25) technology based on link access procedure protocol.

fraudulent enlistment

An enlistment procured through a deliberate material misrepresentation, omission, or concealment of facts which if known at the time of enlistment might have resulted in rejection.

G**General Officer Sponsor Program**

A program created to increase the involvement of general officers in centers of influence events and recruiting activities. Program participants have duty assignments (Regular Army or Army Reserve) close to the recruiting battalion that sponsors them.

General Services Administration customer account number

Applicable to the General Services Administration Telecommunications System. A six-digit number, assigned by General Services Administration, which identifies the General Services Administration switchboard location (first three digits), type of service (fourth digit), and the customer (last two digits). This number is used for billing purposes and customer identification.

geodemographics

A regional approach to the study of size, territorial distribution, and composition of the population.

geographical segmentation

The breakup of larger land areas into smaller more usable segments for market analysis (e.g., state, county, ZIP Code, census tract).

glossary nonprior service

Persons previously separated from any branch

of the Armed Forces with less than 180 days on active duty. All provisions applicable to nonprior service are also applicable to glossary nonprior service unless a specific exception exists.

grad or senior I-III A

High school diploma graduate or high school senior male or female in test score category I-III A.

grad or senior female I-III A

High school diploma graduate or high school senior female test score category I-III A.

grad or senior male I-III A

High school diploma graduate or high school senior male test score category I-III A.

gross negligence

A negligent act or omission accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of that act or omission.

gross rating point

An advertising term used to describe total audience delivery without regard to duplication or repeat exposure to media messages.

guidance counselor

Recruiter assigned to accept individuals for enlistment in the Army. Assigned or attached to a position designated as guidance counselor in the unit's tables of distribution and allowances.

Guidance Counselor Course

The Guidance Counselor Course consists of two phases:

- Phase 1 (at least 2 weeks of orientation in the appropriate guidance counselor section) must be accomplished prior to attending Phase 2.
- Phase 2 is a hands-on, performance-oriented training course that is 2 weeks in duration and provides instructions on the Recruit Quota System operations, enlistment packet quality assurance, and sales techniques.

guidance counselor sales presentation

The process used by guidance counselors to obtain a commitment from an applicant to enlist for a specific Army military occupational specialty or option. This is a part of the Army Recruiting and Accession Data System.

Gunner Certificate

Issued to new recruiting company commanders who meet the requirements of Phase III, New Company Commander Training Program, by satisfactorily accomplishing a grad or senior I-III A enlistment.

H**headquarters investigation team**

The group of commissioned officers selected by the Director of Enlistment Standards for training as USAREC investigating officers and for detail to investigative duties when allegations of recruiting improprieties warrant an HQ USAREC

investigation. Civilian employees (GS-07 and above) and senior noncommissioned officers (sergeants first class through sergeants major) may be appointed as members of a headquarters investigative team. Only the USAREC Commanding General, Deputy Commanding General, or Chief of Staff may authorize a headquarters investigation.

Headquarters, United States Army Recruiting Command

The command and control headquarters of USAREC located at Fort Knox, Kentucky. It includes the Commanding General, Deputy Commanding General, Chief of Staff, staff directorates, and special staff sections.

health benefits advisor

An individual assigned the responsibility for providing CHAMPUS information, including the availability of care from the Uniformed Services direct medical care system, and generally assisting beneficiaries (or sponsors).

health care recruiter

An Army Medical Department officer or noncommissioned officer responsible for the prospecting, processing, interviewing, and accessing health care providers into the Army Medical Department.

Health Care Recruiting Course

A 2-week course designed to train health care recruiters in all facets of Army Medical Department recruiting.

health care recruiting team

A recruiting team within the Army Medical Department detachment consisting of at least one officer (SP, MS, or AN), one noncommissioned officer, and one civilian who are responsible for the prospecting, processing, and accessing health care providers in support of the health care recruiting team and the Army Medical Department mission.

Health Professions Scholarship Program

An Army-sponsored scholarship program offered to qualified applicants in the areas of medicine, dental medicine, veterinary medicine, anesthesia nursing, clinical/counseling psychology, and optometry.

high school diploma graduate

Any individual who has received his or her high school diploma from an established high school.

high school diploma graduate-midterm

Any individual who has received a letter from his or her high school stating that all requirements for graduation have been met, and the individual is no longer attending school. A diploma will be issued with their class at commencement at the end of the school year. Verification will be a letter from the high school indicating date of commencement and that the individual was a midterm graduate. These individuals must have

their diploma on or before their active duty date.

high school junior

Any individual currently enrolled in the 11th grade of an established high school. This status will not change until the senior class graduation commencement date. High school juniors are not eligible for Delayed Entry Program enlistment. However, they are eligible to enlist in the Army Reserve as currently in high school.

high school list

A roster of student names, addresses, and/or telephone numbers by grade level (i.e., junior, senior). A complete list must contain at least 85 percent of the class enrollment.

high school market

The quantified chargeable market, calculated for each recruiter by the recruiting market analysis. The high school market is computed for each public high school by summing male seniors plus 2 years of male graduates and discounted by college rates and Armed Services Vocational Aptitude Battery results. For private schools, past graduates are not included.

high school senior

Any individual currently enrolled in the 12th or final grade of an established day high school and will graduate within 365 days.

high school senior-midterm graduate

Any individual who will meet requirements for graduation and complete school attendance within 365 days. The individual does not have to have been promoted to the 12th grade but must be in at least the 11th grade. This is a formal program, and individuals must apply for this status in their junior year.

holdover

An individual who fails to complete enlistment qualification testing, medical, and/or administrative processing and is scheduled to return the next day for completion, or has completed processing and is awaiting transportation back to his or her home or initial duty station.

Hometown Recruiter Assistance Program

A voluntary program allowing new advanced individual training graduates and permanent party soldiers (E-4 and below) to return to their community and assist recruiters in a permissive temporary duty status. Installation soldiers of the quarter selected by the United States Army Training and Doctrine Command and the United States Army Forces Command may return in a temporary duty status to the recruiting battalion they enlisted through to assist in the recruiting effort.

I

illegal copy

A copy made of copyrighted software in violation of the accompanying licensing agreement and federal copyright laws which may result in criminal

prosecution in a military or civilian court.

improper sex coding

Reservation made by an applicant based on incorrect input of sex code.

inactive duty training

Refers to the paid 4-hour training periods attended by Army Reservists on weekends and/or weeknights during the month. Inactive duty training accounts for a minimum of 16 hours per month.

indirect marketing

Activities aimed at supporting marketing of the Department of Defense Student Testing Program by promoting professionalism in program operation and coordination; increasing visibility, awareness, utility, and acceptability of the Armed Services Vocational Aptitude Battery in a given area, providing accurate information about purposes and procedures involved in student testing; monitoring progress toward achievement of goals and objectives; and planning means of overcoming obstacles.

individual mobilization augmentee

An individual who will perform a specific staff-type function in the event of a national callup of the Army Reserve. An individual so selected normally has all the skills and experience necessary, so training may not be any more extensive than attendance at an annual conference.

Individual Ready Reserve

An Army Reserve control group comprised primarily of Army Reserve members not assigned to a selected Army Reserve troop program unit who may be ordered to active duty during a period of national emergency to provide a readily available pool of trained manpower. The Individual Ready Reserve is controlled by the United States Army Reserve Personnel Center.

individual sustainment tasks

Assessment tasks to be evaluated annually to maintain recruiter proficiency.

individual training plan

Guide to assist leaders which will provide a systematic structure to hands-on training across the command.

initial active duty for training

The initial active duty training period for an Army Reserve enlistee consisting of basic training and military occupational specialty training.

initial test

The first Armed Services Vocational Aptitude Battery test administered to an individual at either the Military Entrance Processing Station, mobile examining test site, or through the Department of Defense Student Testing Program at high schools or postsecondary institutions, regardless of the service for which tested.

insert card

Government-franked, mailback postcard bound into a magazine and used in conjunction with a magazine advertisement to promote inquiries from individuals potentially interested in an Army enlistment.

Inspector General Followup Inspection

An inspector general inspection that serves to evaluate corrective actions in response to serious deficiencies found during previous inspections.

Inspector General General Inspection

An inspector general inspection, directed by the Commanding General, which serves to evaluate how an organization is functioning. Every major functional area is assessed to identify specific deficiencies which may be impacting on mission accomplishment.

Inspector General Special Inspection

An inspector general inspection, directed by the Commanding General, that focuses on issues that affect the command as a whole. Special inspections normally involve data collection from a broad sample of the command. The outcome is a detailed, written assessment of the inspected system, to include recommendations for follow-on actions.

Inspector General Validation Inspection

An inspector general inspection that evaluates the efficacy of the recruiting brigade command inspection program. It further serves to collect feeder information in preparation for a general inspection of a recruiting brigade headquarters.

integrity

Honesty and sincerity on the part of Regular Army and Army Reserve recruiters in all aspects of their day-to-day activities and in particular while representing the Armed Forces to the public and potential applicants.

interactive video training

Training in which a recruiter interacts directly with a multimedia presentation system to increase learning.

intermediate USAISC commander

A USAISC communications-electronics officer who serves in a dual status as a major Army command staff officer and is commander of the USAISC contingent supporting the major Army command (such as USAREC).

Interservice Recruitment Committee

A committee established to provide a forum for the coordination, discussion, and resolution of areas of mutual concern to the Military Entrance Processing Stations and local area recruiting organizations. The committee is composed of Army recruiting battalions, Navy recruiting districts or "A" station Marine Corps recruiting sta-

tions, Coast Guard districts, Air Force recruiting squadrons, and Military Entrance Processing Station commanders. Army National Guard and other Army Reserve representatives are invited to attend meetings and are encouraged to participate.

invitational travel

Authorization for travel of a person who is not a Government employee, in connection with certain assignments directly related to activities and in the interest of the Department of Defense.

involuntary reassignment (recruiter)

A recruiter reassigned out of the command in one of the following categories:

- Ineffective or ineffective (new).
- Involuntary reassignment without prejudice.
- Unqualified.
- Unsuitable.

See AR 601-1 for complete definition.

itinerary

A planned course generally covering a weekly cycle followed by recruiters to facilitate good time management.

J

Joint Market Analysis and Research Committee

A committee that identifies and defines market data common to all services; identifies and defines market research requirements; exchanges information in a joint forum; and provides an informal channel to Office Assistant Secretary of Defense.

Joint Optical Information Network

A sales tool that consists of an interactive video microcomputer system which enables recruiting personnel to accurately structure an applicant's expectations of the Army and Army opportunities.

Joint Recruiting Advertising Advisory Committee

A committee comprised of the advertising directors of the military services and the Joint Recruiting Program, and a representative from the Office of Assistant Secretary of Defense (Force Management and Personnel) which acts in an advisory capacity providing recommendations to the Assistant Secretary of Defense (Force Management and Personnel) on matters germane to the Joint Recruiting Advertising Program and its interaction and relationship with Service-specific advertising programs.

Joint Recruiting Advertising Council

A committee comprised of the advertising directors of the military services that initiates mutually beneficial projects, exchanges information on advertising, and serves as point of contact with

the Joint Recruiting Advertising Program.

Joint Recruiting Advertising Program

National advertising program encompassing all services designed to supplement and complement individual service campaigns while creating positive awareness of military service opportunities in general.

Joint Recruitment Commanders Committee

A committee composed of the commanders of the recruiting services and the Commander of the United States Military Entrance Processing Command whose purpose is to interface between the functions of recruiting and processing at the command level.

Junior Reserve Officers' Training Corps Program

Recruiters present a medal, ribbon bar, and certificate to the outstanding Army Junior Reserve Officers' Training Corps cadet selected by the senior Army instructor at each participating high school. The program is governed by AR 145-2 and implemented under USAREC Reg 600-31.

K

key attitudes and values

Those values which, generally speaking, apply to a specific segment of the market. Values for the high school diploma graduate and high school senior market are:

- Test score category I-III A. Education, challenge, service to country, skill training, and short-term service.
- Test score category IIIB. Challenge, money, and training.
- Test score category IV. Security.

key telephone equipment

Telephone equipment consisting of six-button or larger capacity telephone instruments with hold feature and winking lights.

L

late cancellation

A reservation that is canceled after the scheduled enlistment date.

late ship

Delayed Entry Program enlistees who enlist in the Regular Army after their scheduled recruit ship date.

lead

The name (and address, telephone number, or some method of establishing contact) of an individual who may be qualified for enlistment or commissioning which will be used in prospecting.

Lead Evaluation and Distribution System

This system provides a response to inquiries resulting from USAREC's national advertising efforts. The system provides a personalized letter and information packet to the prospect; monthly management report to recruiting bri-

gades, recruiting battalions, and recruiting stations; and preprinted recruiter prospect cards to recruiting stations for immediate action.

lead generation

Activities which seek to obtain the names, addresses, and telephone numbers of interested individuals. Activity examples are: Mobile recruiting exhibits, equipment and weapon displays, referral programs, area canvassing, etc.

lead refinement

The process of lead evaluation and screening, whereby recruiters attempt to quantify the value of leads as prospecting tools. Lead refinement may be accomplished prior to, or in conjunction with, prospecting.

Lead Refinement List (USAREC Fm 539)

A listing of names of possible prospects for enlistment designed to provide a systematic approach to refinement of leads. It allows recruiters to track prospecting efforts concerning leads, indicate priority for contact, and record efforts made toward enlistment.

LEADS Prospect Management Cards (USAREC Fm 200-2 series)

Leads from responses to the Army's national advertising. They provide recruiters with leads, potential prospects, and applicants from previously identified leads.

leased parking space

Space specifically leased for the purpose of parking vehicles. The Government does not provide leased parking space for privately owned vehicles belonging to either military or civilian employees.

limited-production station commander

Recruiter assigned to a position designated as recruiting station commander who does not receive a personal objective, but has responsibility for the overall recruiting station mission. (Authorized for recruiting stations with four or more on-production recruiters.)

Loan Repayment Program

A recruiting incentive designed to increase enlistments of recruits with college education by paying 33.3 percent or \$1,500, whichever is greater up to \$55,000 on the outstanding loan balance at enlistment for each year of successful completed active service. This program applies only to Perkins loans, Stafford loans, and certain other federally insured student loans incurred since 1 October 1975. For an Army Reserve enlistment the benefit is 15 percent or \$500 repayment (not to exceed \$10,000 total) of the qualifying loan balance, whichever is greater, for each complete year of service. Up to \$20,000 is available to Army Reserve enlistees who serve in specified military occupational specialties which are experiencing shortages.

Local Advertising Management Program

A system which provides management tools for planning, monitoring, and executing local media plans. These expenditures, such as local magazines, newspapers, etc., are designed to support national advertising as well as address local conditions.

Local Advertising Management Program Catalog

Approved local print advertising materials that are distributed on an as needed basis to recruiting battalion and recruiting brigade advertising and public affairs sections to supplement local advertising material libraries.

local area network

An environment in which multiple workstations, printers, and other devices are connected via cabling to allow users to share resources.

local move

A transfer of an individual on a permanent basis from one duty station to another under any of the following circumstances:

- Where both duty stations are within the same permanent duty station.
 - Where both duty stations are within the same metropolitan area.
 - Where both duty stations are within close proximity.
- This type of move does not entitle the individual to movement of household goods unless the official directing the move requests authority to do so from HQ USAREC, Personnel Directorate.

Local Service Request

DA Form 3938 (Local Service Request (LSR)) is used for procuring local base communications services.

local travel

Travel within and around the permanent duty station authorized while conducting official business. The travel may be authorized and performed from the permanent duty station to an alternate duty point, or residence to an alternate duty point, and return.

long distance call

An itemized call on a telephone bill.

M

mainline

A telephone line with its own seven-digit number. Multiple appearances of the same number are called extensions.

Major United States Army Reserve Command

Any major Army Reserve Command. It may be a Reserve Command or an Army Reserve General Officer Command.

male impersonator

Reservation made for female applicant against male slot, by incorrect input of sex identification code.

market

That population (ages 17 to 34) mentally, morally, and physically eligible to enlist in the Army.

market analysis

A detailed analysis of the recruiting market. It is conducted to identify, locate, and quantify the primary recruiting market (high school seniors and high school diploma graduates).

market communications council

A quarterly recruiting battalion and recruiting brigade meeting where representatives from the advertising and public affairs section, recruiting operations, recruiting company, and recruiting battalion commanders gather to determine specific local advertising objectives and develop plans to achieve them.

market segmentation

The delineation of the recruit market by sex, education, and mental category.

market share

See Army share of Department of Defense.

market supportability study

A formalized study conducted by the Program Analysis and Evaluation Directorate to determine if a specific market can support the location of a proposed Army Reserve unit.

master trainer

Position filled by an experienced, highly effective recruiter (master sergeant) dedicated exclusively to training other recruiting personnel. This individual develops and conducts one-on-one training within the recruiting brigade, recruiting battalion, and recruiting company. This training is aimed at sharpening individual recruiting skills (i.e., sales techniques, management skills, leadership, etc.).

maximum limit/communications service authorization

A requirement-type contract for leased communications services written on DD Form 428 containing clauses authorizing specific services, circuits or equipment, with maximum price ceiling or a series of ceilings for the stated services. May also provide limited authority to designated individuals to effect modifications in the service within the dollar ceilings.

medical waiver

An instrument for enlistment which requires minimum documentation to warrant an exception to the physical standards established by AR 40-501.

mentally disqualified

An applicant who failed to achieve scores acceptable for enlistment as determined by specific criteria (i.e., education level, age, category).

Mid-Level Interservice Recruiting Council

A committee whose purpose is to provide an interface between the functions of recruiting and processing above the local area level. The committee is composed of United States Military Entrance Processing Command sector commanders and Army recruiting brigade, Navy Area, Air Force Group, Marine Corps district recruiting commanders. In addition, the equivalent level commanders of the Army National Guard and other Army Reserve recruiting organizations are encouraged to participate. The sector commander is the chairman.

midterm graduate

This applies to the graduate who has met and/or exceeded prescribed requirements (units--credits) early. Graduation could occur at midterm (December--January) rather than the end (May--June) of the school term.

military available

Estimates of the total male population (to include veterans), less institutional populations (ages 17 to 35), by county, parish, voting district, or independent city.

Military Entrance Processing Reporting System

A computerized system designed to provide the official Department of Defense source of initial automated individual personnel records. Additionally, it provides management information to all levels of the United States Military Entrance Processing Command, Department of Defense, and the armed services to assist them in their responsibilities of military manpower and quality control.

Military Entrance Processing Station

The joint service facility which conducts final physical examinations and final aptitude tests of all selective service registrants and service applicants, effects induction or enlistment processing, and ships such accessions to appropriate reception battalions or duty stations.

Military Entrance Processing Station boundary

A clearly designated geographical area from which applicants are sent to a particular Military Entrance Processing Station for processing or enlistment.

Military Entrance Processing Station data base listing

A computer listing of all records on the active file. Sometimes referred to as the "dump listing."

Military Entrance Processing Station Enlistment Processing System

Enlistment processing under control of Military Entrance Processing Stations such as aptitude testing, medical examination, and administrative requirements necessary to effect enlistment or reenlistment. If this processing cannot be accomplished on the same day, the applicant is placed in a holdover status under control of the recruiting service. The applicant remains in the Military Entrance Processing Station processing stream until enlistment processing is completed the next day.

Military Entrance Processing Station jumper

An applicant who has processed and is found to be disqualified (physically, morally, or by test scores) at a Military Entrance Processing Station and, subsequently, processes at another Military Entrance Processing Station to conceal the original disqualification.

military occupational skill management matrix

A weekly report which shows the nonprior service fill of Regular Army Annual Program by test category, education, and military occupational specialty. This report is used to monitor and manage the distribution of quality mission.

military occupational specialty 79R

Recruiter.

military occupational specialty 79S

Retention noncommissioned officer.

Military Occupational Specialty Readiness Priority

A computer software program unique to the Army Reserve that operates on the Recruit Quota System. It matches training seats, Army Reserve troop unit vacancies, and bonuses for new recruits. This software system prioritizes assignments for all soldiers.

mini centers of influence events

Unplanned recruiter activities for which recruiter expense allowance reimbursement is authorized.

minipacket

Information prepared and submitted by field recruiters to elements of Reserve Officers' Training Corps on leads generated through the Army Reserve Officers' Training Corps Referral Program.

ministry team

The commander's agent to accomplish his or her religious support program, usually comprised of a chaplain and chaplain assistant.

misrepresentation

See recruiting and processing misrepresentation.

mission accomplishment

Attainment of all assigned missions.

mission and/or objective

The number of enlistments in all categories that the recruiters, recruiting stations, recruiting companies, recruiting battalions, recruiting brigades, or HQ USAREC must obtain during a week, month, quarter, or fiscal year. Contract, accession, or packet mission objective greater than zero.

mission box

A display or format indicating the mission for a level of command by category and period of time.

Mission Box Plan (USAREC Fm 635 and USAREC Fm 635-A)

Used by commanders, the form is used to plan and monitor progress toward mission success. Analysis of data suggests areas which must be addressed in training to improve or sustain mission capabilities.

mission share

Portion of the recruiting mission assigned to a recruiting brigade, recruiting battalion, recruiting company, recruiting station, or recruiter. Based on market and other related factors determined by the higher headquarters.

Mobile Examining Team

One or more individuals who administer the Armed Services Vocational Aptitude Battery test at locations away from the parent Military Entrance Processing Station.

mobile examining test site

Utilized to test applicants away from the Military Entrance Processing Station. It can be operated by military or civil service commission personnel.

modem

Contraction of the two words modulator-demodulator. A device which converts signals transmitted over communications facilities. Telephone company personnel use the term data set to describe their modems.

Modular Exhibit System

The official command prestige exhibit based at the United States Army Recruiting Support Battalion, Fort Knox, Kentucky. Used primarily at national educator and nurse conventions.

modular telephone system

A versatile modular electronic key telephone system designed to meet the needs of small facilities such as recruiting companies, multiperson recruiting stations, and guidance counselor activities that are authorized up to six main telephone lines. The systems are self-installable and are transportable.

Montgomery GI Bill

- Officially titled the Montgomery GI Bill, this all-service education assistance program replaces the Veterans Educational Assistance Program for all nonprior service accessions after 30

June 1985. A soldier must choose to participate during the accession process. Participation requires a nonrefundable deduction of \$100 per month for the first 12 full months of service (\$1,200 total contribution). In return, the Government will provide \$10,986.36 for a 2-year entitlement (a total entitlement of \$12,186.36) and \$13,798.32 for a 3- of 4-year enlistment (a total entitlement of \$14,998.32).

- A soldier must enlist, reenlist, or extend an enlistment in the Selected Reserve for a period no less than 6 years on/or after 1 July 1985. If nonprior service, have received a high school diploma or equivalency certificate prior to completing initial active duty training including the alternate training option. An individual will receive a monthly benefit based on the number of credit hours taken. The program is noncontributory. Selected Reserve members are eligible for entitlements at no cost to the soldier.

moral waiver

An instrument for enlistment which requires documentation to warrant an exception to the enlistment standards established in AR 601-210. Waiver documentation should show that rehabilitation of the individual concerned has been demonstrated, and that the individual is a good risk from a moral standpoint who will not become a disciplinary problem during the term of enlistment.

Multiple Unit Training Assembly

Multiple consecutive unit training assemblies. Normally, referred to as a "MUTA-2," "MUTA-3," "MUTA-4," or "MUTA-5" in reference to Army Reserve drills.

N

National Agency Check

A check accomplished by the Defense Investigative Service, whereby, the Federal Bureau of Investigation Headquarters files, the Federal Bureau of Investigation Identification Division, Federal Bureau of Investigation fingerprint identification files, and local agencies, as appropriate, are checked for information on the designated individual. This check is required for prior service applicants.

National Capital Region

The National Capital Region includes the District of Columbia, Montgomery, and Prince Georges Counties in Maryland, Arlington, Fairfax, Loudoun, Prince William Counties in Virginia, and cities of Alexandria, Fairfax, and Falls Church in Virginia. The Defense Telephone Service-Washington provides the administrative telephone services, to include continental United States DSN service, to the entire National Capital Region.

National Market Analysis

Market Division of Program Analysis and Evaluation Directorate conducts a force structure an-

alysis of reserve and national guard components every 2 years. Market Division uses results from the National Market Analysis to conduct market supportability studies.

national marketing

Development and implementation of strategy, methods, materials, and programs which raise the broad level of visibility, utility, credibility, and acceptability attached to service in the U.S. Army across the nation. Examples are: National marketing material, research, reports, civilian educational materials, participation in national conventions, provision of information for civilian educational materials, major marketing presentations, and training programs.

new recruiter

A graduate of the Army Recruiter Course serving in the initial 9 months of assignment to recruiting duties. (Also see tenured recruiter.)

new recruiter status

A new recruiter participating in the Recruiter Program during his or her first 12 months of assignment to recruiting duties.

New Recruit Survey

A survey conducted with new recruits.

Noncommissioned Officer Education System

Trains noncommissioned officers to be trainers and leaders of soldiers who will work and fight under their supervision.

non-grad female IIIA

Non-high school graduate, female, test score category IIIA.

non-grad male IIIA

Non-high school graduate, male, test score category IIIA.

non-high school graduate

See AR 601-210, paragraph 2-7 for a detailed definition of a non-high school graduate.

nonprior service

An individual who has never served on active duty. This definition is further explained in AR 601-210.

normative values

See key attitudes and values.

no show

A processee who fails to report to a designated place for scheduled processing or enlistment.

nursing student

A prospect who passes the state board examination after graduation from a Baccalaureate or higher degree granting nursing program, which is accredited by an agency recognized by the U.S. Secretary of Education and acceptable to

Headquarters, Department of the Army, and whose packet reaches HQ USAREC within 6 months after the date of graduation.

O

Oath of Enlistment

Oath prescribed by statute and administered by a commissioned officer to each applicant who has been found qualified for, and desires, enlistment. An applicant orally subscribing to the oath and executing DD Form 4 becomes a member of the Armed Forces.

objection

Any reason given by an applicant for not enlisting.

obligation

An act that legally binds the U.S. Government to make a payment.

OCS/WOFT/Nurse Reporting System

A system to record and track progress of Officer Candidate School, Warrant Officer Flight Training, and nurse applicants from the time of application to the point of accession and to retrieve statistical data during and after the process.

off-premise extension

An extension telephone, not at the same location where the main station or private branch exchange is located.

Office of the Assistant Secretary of Defense for Manpower, Reserve Affairs, and Logistics

The Department of Defense level office which utilizes the Military Entrance Processing Reporting System data for Department of Defense manpower structure.

Office of the Chief, Army Reserve

Department of the Army staff responsible to the Chief of Staff, U.S. Army, for policies and mission of the Army Reserve.

Office of the Chief of Chaplains

Department of the Army staff responsible to the Chief of Staff, U.S. Army, for any and all things related to the Army chaplaincy.

Office of the Civilian Health and Medical Program of the Uniformed Services

The managing agency for the Civilian Health and Medical Program of the Uniformed Services program.

office telephone monitoring

Listening to or recording office telephone conversations by use of mechanical, acoustical, or electronic devices or recording by written means, for the purpose of obtaining an exact reproduction or a summary of the substance of the telephone conversation, including speaker telephones. Specifically prohibited.

Officer Candidate School

A branch immaterial officer-producing course conducted at Fort Benning, Georgia.

one station unit training

A procedure whereby a recruit receives both basic training and advanced individual training at the same unit or station.

operations noncommissioned officer

Recruiter assigned to a position designated as the operations noncommissioned officer in the unit's tables of distribution and allowances.

Operations Reporting Data Base

A collation of Delayed Entry Program and accession records for both Regular Army and Army Reserve forces for use by any individual who has access to a System 200.

operations section

A Military Entrance Processing Station element which is responsible for all administrative actions relative to the processing of applicants for enlistment or reenlistment into the Armed Forces of the United States.

Organizational Inspection Program

A formal plan that prescribes policies and procedures by which a commander inspects subordinate organizations and units in the chain of command.

osteopathy

A system of medical practice based on a theory that diseases are due chiefly to loss of structural integrity which can be restored by manipulation of the parts supplemented by therapeutic measures.

override

A bypass of current constraints.

ownership

A sense of responsibility by the recruiter for the applicant and his or her total processing treatment.

P

packet mission

Minimum number of Officer Candidate School, Warrant Officer Flight Training, and warrant officer applications necessary to meet USAREC's program objectives.

partnership council

A group consisting of recruiting battalion representatives and supported Army Reserve units to examine problem areas, resolve conflicts, exchange information, and improve recruiting.

pay entry base date

The date, for pay purposes, that an enlistee entered an armed service.

pending gain

Recruiter who has departed one element of the command during a reporting period and is still enroute to another element of the command at the end of the reporting period.

penetration (Army Reserve)

The number of enlistments or gains per 1,000 military available actually achieved in a specific market in a given time period.

penetration (Regular Army)

A relative measurement of degree to which a market has been exploited. The percentage is obtained by dividing the quantity contracted by the prime market (17 to 21 year olds).

penetration rate

That portion of the enlistment market potential which is enlisted in a particular time period (i.e., month, quarter, or year).

per diem

Provides for reimbursement of subsistence expenses incurred while on authorized travel status. A per diem rate of \$66 is used except for high-cost areas. Rates for high-cost areas are available in the JFTR for military and in the JTR for civilians. Subsistence expenses include all meal charges, tips, lodging, and laundry, among other things.

performance review

Method used to establish an individualized, one-on-one, assistance and/or training program that will increase strengths, reduce weaknesses, and assist in more effective and successful mission accomplishment.

permanent duty station

The post of duty or official station to which a member is assigned or attached for duty other than temporary duty and performs the substantial portion of duties. The limits of such post of duty or official station will be the corporate limits of the city or town in which the member is stationed. However, if the member is not stationed in an incorporated city or town, the official station will be the reservation, station, or established area having definite boundaries within the designated post of duty. For example, Fort Knox is the permanent duty station for soldiers assigned to duty there. The city of Waukegan, Illinois, would be the permanent duty station for soldiers assigned to a recruiting station within the corporate limits of that city.

permanent physical rejection

A processee determined to be permanently, medically disqualified.

personal presentation item

An item given to an individual, whether a prospect or center of influence, that will remind them of the Army after their initial contact with a recruiter. Such an item will convey a recruiting message, be of slight monetary value, and maximize the possibilities for repeated exposure and

usefulness. Army Reserve personal presentation items will convey a generic Army Reserve recruiting message, and will not feature any specific Army Reserve unit. Examples are: Imprinted pens, pencils, combs, and rulers. Centers of influence personal presentation items should reflect the relative status of centers of influence, vis-a-vis prospects. They should range from certificates of appreciation to prestige items, such as paperweights and calendars.

personnel information roster

Roster organized by tables of distribution and allowances paragraph and line number, containing data for all authorized modification tables of distribution and allowances positions and all personnel assigned to or on duty with this command.

Personnel Reliability Program

To be used within the Army to identify nuclear duty positions, and to provide a means of assessing the reliability of individuals being considered for assignment to such positions.

phantom reservation (bogus)

Recruit Quota System reservation made for a fictitious applicant.

physical inspection

An abbreviated medical examination, given prior to entry into military service, to an individual who has received a complete medical examination within 2 years of the date of enlistment and was found acceptable.

physical profile categories (PULHESX)

Descriptive explanation of physical examination divided into categories:

P = General physical health.

U = Upper extremities.

L = Lower extremities.

H = Hearing and ears.

E = Vision and eyes.

S = Psychiatric.

X = Degree of weight lifting capability.

pirated software

An illegal copy of computer software.

Planning Guide

The Planning Guide (a daily, monthly, and yearly calendar) is an essential recruiter management tool. Recruiters will plan both daily and monthly activities, detailed enough to provide a noticeable interface between the prospect card suspense and the lead refinement process.

police check

A check with police to verify any offenses for which an applicant claims to have been arrested, charged, or tried; or to disclose those offenses which have been withheld (DD Form 369 (Police Record Check) will be used to record information from police agency).

postsecondary school or institution

One that provides curriculum at a level beyond

that of high school.

predicted Armed Forces Qualification Test
An Armed Forces Qualification Test prediction based on the Computerized Adaptive Screening Test or the Enlistment Screening Test.

preenlistment processing

Examination processing of an individual to determine eligibility to enter one of the Armed Forces.

preenlistment testing

Recruiters are prohibited from assisting any person with the Armed Services Vocational Aptitude Battery as outlined under provisions in USAREC Reg 601-45.

premium

An item such as a headband or tube socks, offered to a prospect in exchange for his or her responding to a direct mail solicitation.

Primary Leadership Development Course

A 3-week course in basic noncommissioned officer skills for personnel in grades E-4 and E-5 with noncombat arms military occupational specialty.

primary option forms

All DA Form 3286 series and DA Form 3540 series.

Primary Technical Course

Focuses on training for critical tasks for a given military occupational specialty.

prime market

Estimate of the total, male I-III-A population between the ages of 17 to 21 (Regular Army) and 17 to 29 (Army Reserve) who are qualified for enlistment.

prior service (Army Reserve)

Persons who have served 180 days or more on active duty as a member of the Armed Forces. Members who are military occupational specialty qualified, regardless of time, are also considered prior service.

prior service (Regular Army)

Persons who have 180 days or more on active duty as a member of the Armed Forces.

Privacy Act of 1974 (AR 340-21)

Requires the recruiter to explain the reason for collecting information on a prospect PRIOR to collecting the information itself. Prior to recording personal information (to include social security number) on USAREC Fm 200-C (Prospect Data Record), the Privacy Act statement will be read to the prospect and the detachable portion of the form will be given to the prospect. Gathering information telephonically requires a Privacy Act explanation or statement when the social security number is part of the information.

private branch exchange

A switching system providing internal telephone

communications between stations served by the private branch exchange.

processing list

Contains the names of individuals processing for enlistment and establishes, through interaction between the recruiter and recruiting station commander, realistic suspense dates for timely accomplishment of the various steps in the processing cycle.

production management systems

Regulatory guidance describing production management techniques used to accomplish and/or sustain recruiting operations while minimizing the impact of administrative duties upon production as described in USAREC Reg 350-6, USAREC Reg 350-7, USAREC Reg 350-9, and USAREC Reg 350-10 for each echelon of recruiting activity.

production test

A test administered for the purpose of enlistment at a Military Entrance Processing Station or a mobile examining test site.

prospect

An individual who has indicated interest in an enlistment or commission to a recruiter directly or indirectly through face-to-face or telephonic communication or by Lead Evaluation and Distribution System, centers of influence, Delayed Entry Program referrals, and/or hometown recruiter aids.

prospect data card file system

A suspense system for use by recruiters to organize active prospect data cards.

Prospect Data Record (USAREC Fm 200-C)

A form initiated for each individual agreeing to an appointment at the time the appointment is made, on which information is recorded to support preparation of enlistment documents and to organize comments and requirements pertaining to recruiter followup. The card is also used to record and maintain information concerning each Delayed Entry Program and Delayed Training Program enlistee which must be updated and completed in conjunction with each followup, Delayed Entry Program meeting or change in Delayed Entry Program status.

public service announcement

Messages carried on broadcast media as free public service by station management. These may be command or local materials, or may be taped by local recruiters in cooperation with the station concerned. Taping of local public service announcements will have HQ USAREC Advertising and Public Affairs Directorate's approval of script before any production.

pull-forward

A form of early ship which will be accomplished by the renegotiation of a Delayed Entry Program enlistee's contract or reservation from one recruit

ship week to an earlier recruit ship week.

pull units

Designated tactical units for special recruiting emphasis in combat arms military occupational specialties. Pull units have been authorized to be filled at 115 percent of lower grade strength in combat arms military occupational specialties.

purchase of telephone service

Contracts recently negotiated by the General Services Administration to provide a significant opportunity to procure high quality telephone equipment and services at a substantial savings.

Q

qualification test material

Actual or illustrative questions and/or answers to any version of the Armed Services Vocational Aptitude Battery, or any other test administered to applicants for enlistment to determine test score qualification for enlistment; any component of these tests which would reveal actual questions and/or answers; and copies, written extracts, or crib sheets of test questions, answers, or any component of these tests which would reveal actual questions and answers.

qualified applicant

An applicant who has been aptitudinally, medically, and morally evaluated and found to be qualified for an Army enlistment or commission.

qualified military available

U.S. citizens 17 to 21 years of age who are physically, test score, and morally qualified for military service. Estimates of qualified military available may be calculated for a county or other geographic area by applying experienced rejection rates to military available from the geographical area.

qualified not enlisted

An individual who is fully qualified and able to enlist, but declines to accept an available option.

quality lockout

The denial of contracting of a qualified applicant to a specific military occupational specialty due to distribution of quality constraints.

R

Ready Reserve

The Ready Reserve is comprised of both the Selected Reserve and the Individual Ready Reserve.

reassignment out

A temporary reporting status which includes recruiters within 14 days of departing the units as of the end of the reporting period. This category also includes involuntary reassignment as ineffective, unqualified, or unsuitable. Recruiters with more than 14 calendar days until departure may be included in this category provided they

have been removed from all recruiting duties. Candidates who have failed or were eliminated from the Army Recruiter Course are included in this category.

recruiter

Enlisted personnel or civilian employees (GS-7) assigned to recruiting duties, charged with interesting young men and women in enlisting in the Regular Army or Army Reserve.

recruiter absence for awards only

A recruiter who has an absence for more than 10 days.

recruiter aide

An individual selected to return to his or her hometown on temporary duty status to assist the local recruiter in generating high school senior and high school diploma graduate leads and contacting leads which result in appointments for the recruiter.

recruiter candidate

Enlisted person selected for assignment as a recruiter who has not completed the Army Recruiter Course.

recruiter code

A means of identifying a recruiter (the social security number of the recruiter).

recruiter expense allowance

Reimbursement to members of the Armed Forces whose principal assignment is to perform recruiting duty. Entitlement is for actual and necessary expenses defrayed from personal funds in the performance of recruiting duties.

Recruiter Handbook (USAREC Pam 350-2)

A pamphlet that prescribes policies, objectives, and responsibilities for training new recruiters. It includes a consolidated list of administrative and training functions to be performed by recruiting battalion personnel. Supervisor and management personnel will utilize this handbook in performing their training responsibilities in accordance with the Recruiter Handbook for new recruiters as outlined in USAREC Reg 350-4.

Recruiter Journal

A monthly magazine published by HQ USAREC. The Recruiter Journal provides a forum for the exchange of ideas and innovations by and for this command's personnel.

Recruiter Production Management System

See production management systems.

recruiter sales presentation diskette

A floppy diskette used with the Joint Optical Information Network system, during the sales presentation, to aid the recruiter in presenting a structured sales presentation.

recruiters authorized

The number of recruiter positions authorized in

the reporting unit. The number of authorized positions will be determined and reported by the Resource Management and Logistics Directorate.

recruiters of record (credit)

Recruiters personally responsible for all actions and verifications leading to the enlistment of a person into the Regular Army or Army Reserve. They sign DD Form 1966 and in instances where they are not the recruiter of record (credit), it will be explained in the "remarks" section of DD Form 1966.

recruiter workstation

A laptop computer for use by recruiters, recruiting station commanders, and company leadership teams.

recruiter zone

A specific geographical portion of a recruiting station area of responsibility for which an individual recruiter is responsible.

recruiting and accession data base

Data maintained at HQ USAREC that relates to Military Entrance Processing Station's processing and the recruiting effort of all services. The major source of the recruiting and accession data base is the Military Entrance Processing Reporting System.

recruiting and processing misrepresentation

Any promise or misrepresentation of commitment, regardless of the manner in which it is made, which is not specifically reflected on pertinent enlistment documents, but is made for the purpose of inducing an individual to enlist. Such misrepresentation may be either intentional or unintentional. In the event intent can be documented, such intentional misrepresentation will constitute a recruiting and/or processing irregularity which is punishable as misconduct under USAREC Reg 600-25.

Recruiting and Retention School

Located at Fort Jackson, South Carolina, under the command of the United States Soldier Support Institute.

recruiting battalion

The echelon of command exercising supervisory and command control over recruiting operations and personnel within a geographical portion of the recruiting brigade.

recruiting battalion sergeant major

Recruiter assigned to a position designated as the senior enlisted recruiter in a recruiting battalion. The sergeant major in the unit's tables of distribution and allowances is usually an E-9.

recruiting battalion staff recruiter

Recruiter assigned or attached to a recruiting battalion level position.

recruiting brigade

The command has five recruiting brigades: U.S.

Army 1st Recruiting Brigade with headquarters at Fort George G. Meade, Maryland; U.S. Army 2d Recruiting Brigade with headquarters at Fort Gillem, Georgia; U.S. Army 3d Recruiting Brigade with headquarters at Fort Knox, Kentucky; U.S. Army 5th Recruiting Brigade with headquarters at Fort Sam Houston, Texas; and U.S. Army 6th Recruiting Brigade with headquarters at Fort Baker, California. Each recruiting brigade headquarters is the command and control element for the recruiting battalions, Army Medical Department detachments, recruiting companies, health care recruiting teams, and recruiting stations located within its respective geographical territory.

recruiting brigade staff recruiter

Recruiter assigned or attached to a recruiting brigade level position.

recruiting company

Several geographically grouped recruiting station zones for which a recruiting company commander is responsible. A geographic territory subdivided by population content into smaller geographic recruiting station areas. There are six to ten recruiting stations within each recruiting company command.

recruiting company commander

The commander of a designated recruiting area encompassing several recruiting stations and directly responsible to the recruiting battalion commander.

Recruiting Company Commander Training Program

A mandatory training program conducted in three phases, designed to facilitate the transition of new recruiting company commanders into the recruiting environment.

recruiting company staff recruiter

Recruiter assigned to a recruiting company level position.

Recruiting Facilities Maintenance Program

An annual program for the establishment of new recruiting facilities, and for relocating, expanding, and upgrading existing facilities for which the Office of the Chief of Engineers has the programming, budgeting, and funding responsibility.

Recruiting Facilities Management Information System

Automated information system that provides automated support for the Recruiting Services' facilities, leases, and contracts.

recruiting first sergeant

Recruiter assigned to a position designed as recruiting first sergeant in their unit's tables of distribution and allowances. Second in command (usually a first sergeant, E-8) of a recruiting company.

Recruiting First Sergeant Course

A 2-week course which provides the training needed to perform effectively and efficiently as a recruiting first sergeant.

recruiting impropriety

- Acts or omissions in violation of law or regulation with the intent to enlist a person not qualified for enlistment or whom the recruiter believes is unqualified for enlistment.
- Acts or omissions in violation of law or regulation with the intent to grant a person a specific option, military occupational specialty code, educational benefit, bonus, or other enlistment benefit for which an applicant is ineligible or whom the recruiter does not believe is eligible.
- Grossly negligent acts or omissions in violation of law, regulation, or policy resulting in a fraudulent, erroneous, or defective enlistment or reporting to active duty or transfer of an unqualified person.
- Absent evidence of an innocent purpose intentional violations of any specific prohibition identified in USAREC Reg 601-45, paragraph 2-3, whether or not any processing or enlistment occurred.

recruiting market analysis

A recruiting battalion analysis conducted to define the changing market and equitably distribute the same to the recruiting force. Proponency for this program is the Program Analysis and Evaluation Directorate.

Recruiting Officer Course

Course designed to provide student officers with a functional knowledge of the recruiting process, recruiting operations, and recruiting production management techniques. This course is in four phases. All newly assigned recruiting company commanders must attend phases 1 and 2, which are 3 weeks; newly assigned operations officers must attend phases 1 and 4, which are 2 weeks; and newly assigned recruiting battalion executive officers will attend phase 1 only, which is 1 week. Phase 1 is Common Officer Training, Phase 2 is Company Commander Training, Phase 3 is AMEDD Counselor Training, and Phase 4 is Operations Officer Training, which is taught once per quarter only. Although it is not mandatory, staff officers and civilian education services specialists assigned to HQ USAREC, recruiting brigades, and recruiting battalions may attend the first week of this course.

Recruiting Operations Center

An organization located at HQ USAREC whose mission is to assist the field with problems encountered with the Recruit Quota System, and to function as the Recruit Quota System Operations Center for this command.

recruiting or processing errors

Errors, other than recruiting improprieties, which violate regulations, directives, or policies resulting in the enlistment or attempted enlistment of an applicant later found to be unqualified for enlistment, or for a specific enlistment option for

which enlisted.

recruiting publicity item

Posters, die cuts, folders, brochures, decals, and booklets which support recruiting programs.

Recruiting Publicity Item Direct Account System

A system designed to distribute recruiting publicity items directly from HQ USAREC or a printing house to recruiting brigades, recruiting battalions, and recruiting stations. Each unit has a separate account and requisitions as needed from HQ USAREC.

recruiting specialist

A Department of the Army Civilian (GS-7) whose job is recruiting for the Army Reserve.

recruiting station

A permanent location, within a facility, authorized by the tables of distribution and allowances which is manned on a full-time basis by one or more recruiters for the purpose of conducting recruiting operations. It may be either leased or rent-free space.

recruiting station boundary

The geographic area designed to be worked by recruiters assigned to that recruiting station.

recruiting station commander

A noncommissioned officer responsible for the recruiting station to which assigned.

recruiting station identification

A four-digit identification code to denote each recruiting station.

Recruiting Station Operations and Market Analysis Board

A method of examining the recruiting station market, viewing achievements in relation to market segments.

recruiting station poster

A 16" x 20" poster framed and hung in the recruiting station as part of the poster program which acts as a point of purchase display. Posting guidance is developed by HQ USAREC, Advertising and Public Affairs Directorate.

recruiting station utility diskette

A floppy diskette used with the Joint Optical Information Network system to enter, change, or delete data on a recruiter's prospect data diskette.

recruiting substation

A permanent location within a facility, authorized in writing, by HQ USAREC, which is manned on a part-time regular basis (1 or 2 days weekly, biweekly, monthly) by one or more recruiters for purposes of conducting recruiting operations. Substations are not documented on the tables of distribution and allowances, nor are recruiters

assigned to a substation on the tables of distribution and allowances. The facility must be rent-free space.

recruiting training program

A program that provides for: (1) The attainment of individual recruiting skills not taught at the resident recruiting courses conducted at Fort Jackson, South Carolina, plus frequent sustainment and/or reinforcement training to sharpen skills previously learned; and (2) Improved management techniques with appropriate feedback and evaluation to allocate, use, and account for training resources efficiently.

Recruiting 2000

The concept program under design to bring recruiters into the next century.

Recruit Quota System

A nationwide time-sharing computer service using national telecommunications network to link remote terminals to a common data base. This system provides for centralized recruiting qualifications data, real-time training space, and unit vacancy reservation capability, retrieval of operational and management data, and real-time message capability. This system is an official reporting system for management information within this command.

recruit ship date

This is the last day of the recruit ship week. This day is always Monday, except as modified to accommodate the Christmas holiday schedule. This is the last day an individual may be enlisted so as to arrive at the reception battalion in time for processing into the proper basic training or basic combat training class, or one station unit training.

recruit ship month

A 4- or 5-week period commencing on a Tuesday and ending on a Monday, not usually in consonance with the calendar month. The recruit ship month ends on the last Monday of the month and starts the next day. The recruit ship month for nurses is the calendar month.

recruit ship week

Tuesday through the following Monday.

Recruit the Recruiter Program

An installation presentation program to recruit volunteers to serve on recruiting duty.

Red Carpet Program

Procedures employed by Military Entrance Processing Stations which ensure that individuals receive personalized, efficient, and courteous service.

reenlistment noncommissioned officer (MOS 79S)

A representative responsible for the Army in-service reenlistment program.

reevaluation believed justified

A processee determined to be temporarily medically disqualified and whose qualifications will be reevaluated.

referral

A lead furnished to a recruiter by any individual that may ultimately be processed for an Army or Army Reserve enlistment or commissioning program.

refined lead

Previous contact resulting in future followup for possible enlistment.

Regular Army and Reserve Components Referral Program

Program, whereby applicants enlisting in the Delayed Entry Program and the Regular Army may be promoted to E-2 upon entering active duty, if they have referred individuals in accordance with AR 601-210, who subsequently enlist in the Delayed Entry Program, Regular Army, Army Reserve, or Army National Guard (or some combination thereof) prior to the enlistee's active duty date.

reimbursable expenses

Expenses directly attributable to the ordered travel and are in addition to travel and per diem expenses. Examples include:

- Travel to and from carrier terminals.
- Authorized excess baggage.
- Use of special conveyance.
- Official telephone calls.
- Registration fees.

reinstatement

The restoration to recruiting duty status, along with a restoration of eligibility for special duty assignment pay.

rejectee

A processee who, at any time after the commencement of processing is found unacceptable for military service by reason of failure to meet the current minimum mental, medical, or moral qualifications for enlistment.

relieved recruiter

A final decision has been reached removing an individual from all recruiting duties, due to recruiter impropriety or other misconduct, pending reclassification (if required) and reassignment from the command. Special duty assignment pay, if not previously withdrawn, is terminated as of the date of relief.

NOTE: Recruiters recommended for reclassification and reassignment due to ineffectiveness, untrainability, or failing to satisfy a duty position prerequisite (disqualification) are neither suspended nor relieved, but are being processed for reclassification (if required) and reassignment from this command. Such recruiters may continue to perform recruiting duties and draw spe-

cial duty assignment pay, at the discretion of the recruiting battalion commander. (See involuntary reassignment (recruiter).) This term is inappropriate for use, as it generally describes personnel which should be classified by more appropriate terminology.

removal

A bar from any further assignment or reassignment to recruiting duties, imposed by the Commanding General, United States Total Army Personnel Command, based on the recommendation of the Commanding General of USAREC.

reporting period

The reporting period is from 0001, the 28th of a month, through 2400, the 27th of the following month. The reporting period at the end of the fiscal year is from 0001, 29 August through 2400, 30 September; the October reporting period is from 0001, 1 October, through 2400, 27 October.

Request for Examination (USMEPCOM Form 714-A)

This form is utilized by recruiting personnel to schedule an applicant into the Military Entrance Processing Station for processing.

REQUEST reservation

One of the core programs of the Recruit Quota System which is the heart of the system. This program reserves an enlistment training space, and when appropriate, a unit assignment. Reservations will not be made for individuals not possessing a valid social security number. Every applicant must possess a valid Recruit Quota System reservation prior to enlistment into the Regular Army or the Delayed Entry Program. Recruit Quota System reservation for applicants temporarily medically disqualified (reevaluation believed justified) at time of enlistment in active duty will be canceled.

required strength (requirements)

The minimum number of military and civilian personnel which an Army unit or activity requires to perform its mission effectively.

Reserve center market area

The geographic area within 50 miles of an Army Reserve center.

Reserve Enlistment Program of 1963

An Army National Guard or Army Reserve enlistment program under which all nonprior service enlistees enter the Army Reserve forces incurring a 6-year statutory or contractual obligation. While the 6-year obligation is correct under the 1963 program, the current obligation is 8 years.

retest

Any subsequent Armed Services Vocational Aptitude Battery test administered after the initial test during the validity period of the initial test. A retest is the only authorized means which may be used to qualify applicants for enlistment, whose initial test scores are not qualifying and do

not reflect the applicant's true abilities and/or capabilities. A retest can occur 1 month after the initial test; subsequent testing can occur at 6-month intervals after the date of the most recent previous testing. For retesting purposes, 6 months is defined as six calendar months from the date of the last applicable action.

revalidation of services

Actions involving the review and rejustification of existing services. Includes revalidation of the continued use of services in terms of operational necessity and cost effectiveness.

ringer

An individual who attempts to process under a false name to qualify another individual for enlistment, who may not possess the ability to qualify. This is accomplished by falsifying personal identification data on DD form 1966, test answer sheet, or other documents used in connection with examining or processing of applicants for enlistment in the Armed Forces.

ROTC Referral Data Base

A system designed to record and monitor progress of Reserve Officers' Training Corps referrals from the time of submission to the point of final disposition. The system will also retrieve statistical data during and after the process.

ROTC Referral Program

A program whereby all elements of USAREC provide personal data on qualified applicants to Army ROTC elements.

S

sales cycle

Activities a recruiter must perform to find, interest, and enlist qualified individuals into an Army program. The sales cycle is comprised of the following eight steps: Prospecting, establishing rapport, determining needs and interests, pre-qualifying, presenting features and benefits, handling objections, closing, and followup.

sales skills

There are five sales skills used to persuade people to accept your product: Establishing rapport, determining needs and interests, determining qualifications, presenting features and benefits, and closing and handling objections.

sales presentation and/or interview

Activities within the sales skills that a recruiter performs during a face-to-face meeting with a prospect using a structured presentation to obtain a commitment to process for enlistment.

same-day processor

An applicant who starts and completes initial processing and is sworn in as a member of the armed services (induction, accession, or Delayed Entry Program) within 1 Military Entrance Processing Station workday. This excludes DEP-outs.

sandbagging

Holding qualified applicants for enlistment until the next month.

saturation (Army Reserve)

An estimate of the highest number of Army Reserve troop program unit enlisted authorizations that can be supported by qualified military available in a given market area.

school

An academic institution or department (public, private, or parochial) consisting of students comprising one or more grades organized as one unit, with one or more teachers to give instruction of a defined type, and housed in one or more buildings.

School Data Sheet (USAREC Fm 636)

A tool designed to record market data and recruiting activities associated with each assigned school and provides the RS commander with a method to determine progress made in penetrating the school market.

school folders

A systematic method of compiling information about each school and used for formulating plans and activities and evaluating results for assigned schools.

School Recruiting Program

A program designed to assist recruiters in evaluating school markets and directing their recruiting efforts toward specific tasks and goals in order to obtain the maximum number of quality enlistments possible.

science and engineering fairs

Recruiters and other Army representatives serve as judges of high school students entered in regional science and engineering fairs. USAREC participates in coordination with the Army Research Office, the Army executive agency for the program.

secondary school (high school)

An academic institution or department consisting of students, comprising grades 9 through 12, and providing instruction for youths who have completed elementary and middle school. The curricula studied will lead to the award of a high school diploma.

security interviewers

Security interviewers have the primary mission of screening, interviewing, counseling, and assisting in the processing of enlistees for all military occupational specialties that are required to be cleared for sensitive positions. These personnel will be assigned by the Commander, United States Total Army Personnel Command, to an appropriate PERSCOM PSSP Detachment, attached to the appropriate recruiting battalion with duty at an appropriate Military Entrance Processing Station.

Selected Reserve Incentive Program

An Army Reserve incentive program which includes an enlistment cash bonus for enlistment into selected Army Reserve units.

senior trainer

Position filled by an experienced, highly effective recruiter (sergeant first class) dedicated exclusively to training other recruiting personnel. This individual develops and conducts one-on-one training within the recruiting brigade, recruiting battalion, and recruiting company. This training is aimed at sharpening individual recruiting skills (i.e., sales techniques, management skills, leadership, etc.).

Servicemembers Opportunity College Army Degrees

Civilian colleges and universities have joined with Army installations to make it easier for soldiers to enroll in college and to earn associate degrees (SOCAD-2) and bachelor's degrees (SOCAD-4).

Servicemembers Opportunity Colleges

A network of fully accredited civilian institutions providing flexible educational options which enable active duty military personnel throughout the U.S. and overseas to take postsecondary course work and progress steadily toward degree completion.

service required data and service unique data

The information recorded on DD Form 1966/1 in section II, item 21, blocks 1 through 140. This data is unique to each service. Any data element that is not a standard where values of the data element vary among recruiting services.

sexual harassment

- A form of sex discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or

- Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
- Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

- Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcomed verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

ship

To transport an enlistee to a reception battalion. Often used by recruiters with reference to trans-

porting prospects and applicants to Military Entrance Processing Stations for testing.

shipped

Accessions released from Military Entrance Processing Stations enroute to reception battalions.

shortfall

That portion of an assigned recruiting mission that is not met. Any shortfalls in reaching recruiting missions may not be added to future missions passed to the field, as it represents additional requirements placed upon the field force. The shortfall is an additional production requirement for missions missed which must be met. Shortfalls cannot be added to missions and will not be recovered beyond the end of a fiscal year.

skill cluster

Related military occupational specialties grouped together to help the recruiter talk about certain skills without selling specific jobs.

skill cluster videos

Joint Optical Information Network video segments used by recruiters that relate military occupational specialty training by groups (career management fields). This assists the recruiter in explaining training skills without selling specific military occupational specialties.

Skill Oriented Educational Program

Including the Army Apprenticeship Program, incorporates programs which recognize, appraise, and reinforce Army training and experience.

special duty assignment pay

Additional pay designated to compensate enlisted soldiers who are performing duties which have been designated as extremely difficult that involve an unusual degree of responsibility in a military skill (e.g., recruiter, drill sergeant).

special duty projects

A project assigned to a recruiter that withdraws him or her temporarily from production status.

special managed services

Services such as DSN, WATS, FX lines, and OPX.

Specialized Training for Army Reserve

Army Reserve commission option that trains specified health care providers in specialized medical fields at various academic institutions.

specialty consultation

A professional opinion rendered by a consultant at the request of the Military Entrance Processing Station chief medical officer.

sports clinic

Instructional exhibitions in high schools and local sports areas given by Army athletes. Programs are sponsored by local recruiters.

staff C-E office

A USAISC communications-electronics office responsible for providing assistance and coordination of telecommunications requirements for Army installations and activities within a specific geographical area.

Staff Judge Advocate

Legal advisor to the USAREC Commanding General and staff. Also, legal advisor to subordinate commanders and their staffs, as required.

staff recruiter

An enlisted person with a primary military occupational specialty as a recruiter assigned to a recruiting battalion or recruiting brigade staff position or assigned to HQ USAREC.

standby equipment

Equipment authorized in accordance with AR 71-13 to ensure continuous operations.

station/command of choice

A United States Army Forces Command or United States Army Training and Doctrine Command unit which a qualified enlistee may choose for his or her initial duty station under the station/commander-of-choice option.

Station Production Management System

See production management systems.

station recruiter

Recruiter with a Regular Army or Army Reserve mission objective.

stop-out

A student who withdraws from or leaves college prior to completion of requirements for graduation or degree.

straight shipper

An applicant who processed and enlisted without going through the Delayed Entry Program.

Strategic Quality Council

A council consisting of all HQ USAREC directors and special staff, constituted for planning the future and improving the present.

student test

A test administered at an educational institution for the purpose of obtaining aptitude areas and possible enlistment qualification.

student testers (test administrators)

Military Entrance Processing Station personnel (military or civilian) who administer the Armed Services Vocational Aptitude Battery to high school or postsecondary school students in the Department of Defense Student Testing Program.

substation

See recruiting substation.

substitution of categories

Categories of mission for which other categories

may be substituted.

Success 2000

The program designed to allow recruiters to work together as a team to meet the assigned station mission.

supporting judge advocate

Military recruiting personnel needing personal legal assistance may contact any legal assistance office of any of the armed services in their area. For any other legal problems USAREC Reg 27-2 designates an installation to support each unit with legal services. Questions concerning the role of the supporting judge advocate should be addressed to the brigade judge advocate.

suspected impropriety

Questionable situations in which a recruiting impropriety is possible based on circumstantial or documentary evidence.

suspended recruiter

A recruiter completely removed from all recruiting duties in accordance with USAREC Reg 601-45, who has had special duty assignment pay terminated or an instrument to terminate initiated. A temporary reporting status pending a reassignment or reinstatement decision.

suspension

An exclusion from recruiting duty status for an indefinite period of time for the best interests of the Army. The recruiter is transferred from all duties involving contact with prospects and/or applicants for enlistments.

swapping

Enlisting an applicant under a reservation made for a different individual. Each individual MUST possess a reservation which bears his or her correct name and social security number prior to enlistment.

T

TAPS

A command system to capture all telephone costs by telephone account and by vendor. This system is an automated commercial accounts payment system.

TEAMS

Acronym used for the probing stage of the sales presentation. This assists the recruiter in determining needs and interests. TEAMS main subjects are training, education, adventure, money, and service to country. For nurse recruiting TEAMS main subjects are training, education, autonomy, money, and service to country.

technical college (vocational)

A postsecondary school which offers academic education, technical skill, and training usually leading to a first degree or certificate. The institution must be accredited and listed in the current

edition of Accredited Institutions of Postsecondary Education for its graduates and former students to be considered eligible for enlistment or advanced promotion.

telecommunications

Telecommunications services are those Government or leased services provided by all types of systems and facilities that employ electric or points by means of radio, wire, cable, satellite, and other electronic media. Included are telephone, telegraph, teletypewriter, data transmission, nontactical radio, facsimile, and television transmission services, as well as terminal devices, transmission facilities, and other components of the systems that supply these services. Also included are all local post, camp, or station fixed or mobile facilities that are interconnected to systems providing these types of services.

telecommunications control officer

Designated officer or General Schedule civilian responsible for the administration of the unit's telecommunications program.

temporary duty

Duty at one or more locations, other than the permanent duty station, at which an individual performs temporary official business under orders which provide for further assignment or pending further assignment to a new permanent duty station or for return to the permanent duty station upon completion of the temporary duty.

temporary physical rejection

A processee determined to be temporarily medically disqualified and whose qualifications will be reevaluated.

terminal area security officer

Individual appointed, in writing, by the commander responsible for computers, terminals, and the immediate areas surrounding the automation equipment.

terminal user or operator

User or operator of Recruit Quota System terminals who is appointed, in writing, by the terminal area security officer and who must comply with all security requirements of AR 380-19.

test score category

A grouping or range of Armed Forces Qualification Test scores considered to represent a given aptitude for learning skills.

testing management section

Unit of the Military Entrance Processing Station which is responsible for administration of aptitude tests developed for selection and classification purposes. Assigned personnel function in the Military Entrance Processing Stations or the mobile examining team sites, and in support of the high school (institutional) testing program.

third-party call

An operator-assisted toll call in which the call is charged to a telephone number other than the one being called or called from.

tone-signaling

See touchtone.

total Army career counselor

An Active Guard Reserve (Army Reserve or Army National Guard) recruiter located at an Army installation who: (1) Has the responsibility for retaining qualified soldiers within the Regular Army by convincing them to reenlist in the Regular Army; (2) Enlists or transfers into an Army Reserve troop program unit or Individual Ready Reserve; or (3) Enlists them into the Army National Guard.

Total Army Involvement in Recruiting

This program provides involvement of the total Army (Regular Army, Army National Guard, and Army Reserve) in support of the Army's recruiting effort. The program is coordinated to use available non-USAREC resources.

total Army quality

A leadership philosophy and management approach. It is a leadership philosophy which empowers all individuals to build on the aggregate capabilities of our quality Army. As a management approach, total Army quality focuses on continuous process improvement to meet or exceed the expectations of internal and external customers.

total quality management

A term initially coined in 1985 by the Naval Air Systems Command to describe its management approach to quality improvement. Total quality management is a management approach to long-term success (continuous improvement) through customer satisfaction. Total quality management is based on the participation of all members of an organization in improving processes, products, services, and the culture they work in. Total quality management benefits all organization members and society. The methods for implementing this approach are found in teachings of such quality leaders as Philip B. Crosby, W. Edwards Deming, Armand V. Feigenbaum, Kaoru Ishikawa, and J.M. Juran.

total recruiters assigned

Total number of personnel assigned to this command whose primary job is recruiting and who possess a military occupational specialty 79R or SQI 4.

total recruiters authorized

Total number of command personnel authorized by tables of distribution and allowances to have the 79R or SQI 4 recruiter military occupational specialty.

total recruiting quality

A term used for USAREC's leadership philosophy. It mirrors total Army quality leadership philosophy of the Department of the Army.

touchtone

A registered service mark of AT&T Company which identifies its pushbutton dialing service. A general term is tone-signaling.

TRADOC liaison noncommissioned officer

United States Army Training and Doctrine Command personnel assigned to Headquarters, United States Army Training and Doctrine Command, with duty station at each U.S. Army Reception Battalion, Fort Gordon, and Fort Benning. The liaison noncommissioned officer serves as a direct representative between this command, Training and Doctrine Command, and Army Reserve unit commanders to resolve enlistee problems at the training base.

travel allowances

Provides for reimbursement for bona fide expenses incurred in connection with travel between two points. Those allowed cover expenses such as cost of airfare, bus, rail, mileage for a privately owned vehicle, etc.

travel order

Authorization in writing for official travel authenticated by a travel order issuing official. Generally, verbal authorization is sufficient for travel within and around the permanent duty station.

travel status

The condition an individual must be in before being entitled to travel allowances. Travel status exists when an individual performs duty away from the permanent duty station on official business, pursuant to competent orders. Travel status begins at the time individuals leave their residences, offices, or other authorized points of departure and ends when they return to their homes, offices, or other authorized points of arrival at conclusion of the trip.

trial close

The recruiter's method, used throughout the sales presentation, of determining where the prospect is relative to making a commitment for further processing and ultimately enlisting in the Army.

troop action guidance

A tentative force package developed by Office of the Chief, Army Reserve to implement total Army analysis results. The troop action guidance evolves into the Troop Action Plan.

Troop Action Plan

The plan developed by the United States Army Forces Command to implement the final troop action guidance. The Troop Action Plan implements numerous troop actions within each of the numbered armies in the continental United States.

Tuition Assistance Program

Allows the Army to pay a portion of soldier's tuition costs for approved, off-duty courses from fully accredited high schools, vocational and technical schools, and colleges and universities including the independent study courses available through Defense Activity for Non-Traditional Education Support.

U**uncommitted applicant reservation**

Reservation made for an individual who does not execute an enlistment agreement immediately. (Example: Reservation is made for applicant on Tuesday to enlist on Friday. Applicant goes home to "think about it" without executing an enlistment agreement.) Prohibited procedure in accordance with USAREC Reg 601-96.

unfulfilled enlistment

This enlistment occurs when a qualified applicant is properly enlisted, but who, through no fault of his or her own, cannot receive his or her original option or guarantee as contained on his or her DD Form 4 series and DA Form 3286; or when the Army cannot honor an enlistment guarantee or promise, made in writing or verbally by a recruiting official, providing the communication of such guarantee or promise can be verified.

uniformed service

Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of National Oceanic and Atmospheric Administration, and the Commissioned Corps of the U.S. Public Health Services.

unit discussion leader

An individual who has received unit discussion leader training and who assists the commander in the conduct of equal opportunity training.

unit referral

Information pertaining to an official prospect for Army Reserve enlistment provided by a member of a troop program unit.

unit safety coordinator

A commissioned officer and a staff sergeant or higher at recruiting battalion and recruiting brigade level who coordinates the accident prevention (safety) program for the unit.

United States Army Chaplain Service Support Agency

Department of the Army Chief of Chaplains' Field Operating Agency whose functions include active duty chaplain recruiting, all chaplain accessioning, chaplain assignments, developing future programs, and other issues in support of chaplaincy Army-wide.

United States Army Commercial Communications Office

A field operating activity under the command of the Commanding General, USAISC, which

provides centralized management of the Army's worldwide leased long-hauled telecommunications program; serves as the Army's interface with the Defense Commercial Communications Office and the General Services Administration on telecommunications matters.

United States Army Recruiting Command

A field operating agency of the Office of the Deputy Chief of Staff for Personnel charged with enlisting personnel to meet the strength goals for the Regular Army and Army Reserve. Includes HQ USAREC, the United States Army Recruiting Support Battalion, five recruiting brigades, recruiting battalions, Army Medical Department detachments, recruiting companies, health care recruiting teams, recruiting stations, and personnel complements assigned thereto.

United States Army Recruiting Support Battalion

A major subordinate element of this command having a primary mission of providing mobile and fixed exhibits in support of Army recruiting. It is located at Fort Knox, Kentucky.

United States Army Reserve Command

Command and control headquarters for all continental United States Army Reserve troop program units.

United States Army Reserve National Scholar/Athlete Award Program

A recruiting promotions program in which an Army Reserve recruiter or other Army representative presents an Olympic-style medal and a certificate to high school juniors and seniors who excel in academic and athletic activities. Participating schools select one male and one female student to receive the award in a school ceremony.

United States Army Reserve Personnel Center

A field operating agency of the Office of the Chief, Army Reserve dedicated to Reserve personnel management much the same as the Total Army Personnel Command. All Army Reserve Active Guard Reserve personnel are centrally managed by the United States Army Reserve Personnel Center.

United States Military Entrance Processing Command

The headquarters is located at North Chicago, Illinois, and is divided into two sectors: Eastern Sector located at Fort George G. Meade, Maryland, and Western Sector located in Denver, Colorado. There are 65 Military Entrance Processing Stations with two substations within the three sectors.

United States Public Health Service

An agency within the U.S. Department of Health, Education, and Welfare which has a commissioned corps who are classified as members of the uniformed services.

United States Total Army Personnel Command

A field operating agency of the Deputy Chief of Staff for Personnel dedicated to the personnel management of all active component soldiers.

unqualified applicant

Any applicant found to be unqualified whether aptitudinally, morally, or physically. This term also applies to applicants found temporarily or permanently unqualified. Knowingly enlisting an unqualified applicant is prohibited and punishable under the Uniform Code of Military Justice.

unsubstantiated reservation

A reservation made for an applicant that contains any data not substantiated by appropriate documentation (DD Form 1966, DD Form 4) PRIOR to entering the Recruit Quota System.

urgent operational requirement

A validated telecommunications requirement for which the desired service date provides shorter lead time than that specified for routine service. (Should not substitute for poor planning.)

USAREC liaison noncommissioned officer

Assigned to Recruiting Operations Directorate, HQ USAREC, with duty at reception battalions to resolve unfulfilled or erroneous enlistments and other problem areas pertaining to the enlistment process.

USAREC member

Any soldier or civilian employee of the United States Government assigned, attached, detailed, employed, or performing temporary duty within USAREC.

V

Vacancy Potential Transcript

A computer software program that matches qualified Army Reserve soldiers in the Individual Ready Reserve with troop unit vacancies. Vacancy Potential Transcript searches for duty military occupational specialty qualified and will-train positions within a geographic area of soldier's ZIP Code.

validation of requirements

Actions involving evaluation and acceptance of a requirement at the various command levels. Validation does not constitute approval of the requirements and will not be used as a basis for commitment of resources.

verification

The process by which the local telephone toll bill or other charges are checked against the list of authorized toll calls or charges, thus all charges are "verified" as being correct and payable.

Veterans Educational Assistance Program (Basic VEAP)

A basic savings plan (implemented subsequent to termination to the GI Bill) for continuing edu-

cation. A soldier who chose to participate contributed up to \$100 of each month's pay for a maximum personal investment of \$2,700. In return, the Government matched each dollar at a ratio of two-for-one, for a maximum of \$8,100. High school diploma graduates meeting select criteria qualified for an educational bonus ("Kicker") in addition to the basic fund. No new enrollers are being taken; termination date was 1 June 1988. The Army College Fund and Montgomery GI Bill replaced VEAP; however, those already enrolled in VEAP may continue in this program.

virus

A self-replicating set of computer code, malicious in nature. Virus code attaches itself to other computer programs to spread copies of itself. It may destroy data, programs, or wipe out an entire disk.

W

walk-in

A potential enlistee who walks into a recruiting station without prior contact with a recruiter. Walk-in also refers to a person who arrives at a Military Entrance Processing Station for processing without prior notification or being scheduled for processing.

warrant officer

An officer appointed by the Secretary of the Army based on a sound level of technical and tactical competence. The warrant officer is a highly specialized expert and trainer who, by gaining progressive levels of expertise and leadership operates, maintains, administers, and manages the Army's equipment, support activities, or technical systems for an entire career.

Warrant Officer Basic Course

A course that stresses military occupational specialty related tasks, and awards a specific military occupational specialty upon graduation from the course.

warrant officer candidate

An applicant who has been DA selected and found to be qualified to attend training for a warrant officer appointment.

Warrant Officer Candidate School

A branch immaterial warrant officer producing course conducted at Fort Rucker, Alabama, and stresses academic and leadership skills.

Warrant Officer Flight Training

Program developed to train applicants in the operation of Army aircraft and successful completion resulting in appointment as a warrant officer.

warrant officer recruiter

Develops and utilizes recruiting methods, marketing, and advertising skills to successfully recruit technically qualified warrant officer appli-

cants from the Individual Ready Reserve troop program unit markets. Monitors and maintains application packets through boarding process and notifies applicants of board results.

wide area network

A generic term for any network that covers a large geographic area (50 miles, 80 kilometers, or greater) and includes packet switching, public data, and value-added networks.

work identification codes

Headquarters, United States Military Entrance Processing Command codes which indicate the type and amount of aptitude, medical, and administrative processing performed on an individual.

working nurse

A nurse who possesses a Bachelor of Science or higher degree in nursing and who is not a nursing student.

Y

Youth Attitude Tracking Study

A yearly nationwide telephonic survey of male and female youths with an objective of providing observations, over time, so changes in attitude and behavior can be detected and appraised.

5. Acronyms (listed alphabetically)

A

AACCN

American Association of Critical Care Nurses

AANA

American Association of Nurse Anesthetists

AAP

Affirmative Action Plan

AAPA

American Association of Physician Assistants

AAR

afteraction review

ACAP

Army Career and Alumni Program

ACASP

Army Civilian Acquired Skills Program

ACES

Army Continuing Education System

ACF

Army College Fund

ACGME

Accreditation Council for Graduate Medical Education

ACM

accession control measures

AD

active duty

ADA

American Dental Association; American Dietetic Association

ADCO

alcohol and drug control officer

ADSD

active duty service date

ADSW

active duty for special work

ADT

active duty for training

AEAN

Army Employer Alumni Network

AECBP

Army Enlisted Commissioning Program

AEPGD

Advanced Education Program in General Dentistry

AEPP

Affirmative Employment Program Plan

AER

academic evaluation report

AFCS

active federal commissioned service

AFQT

Armed Forces Qualification Test

AFS

active federal service

AGR

Active Guard Reserve

AIT

advanced individual training

AMA

American Medical Association

AMEDD

Army Medical Department

AMEDD C&S

Army Medical Department Center and School

AMEDD Det

Army Medical Department Detachment

AMEX

American Express

AMS

Army management structure

AN

Army Nurse Corps

ANCOC

Advanced Noncommissioned officers' course

ANCP

Army Nurse Candidate Program

AOA

American Osteopathic Association

AOC

area of concentration

AOTA

American Occupational Therapy Association

APA

American Podiatry Association; American Psychology Association

APBSS

Army Potential Benefit Summary Sheet

APC

accounting processing code

APTA

American Physical Therapy Association

ARADS

Army Recruiting and Accession Data System

ARAMS

Accession Reporting Applicant Management System

ARC

Army Recruiter Course

ARCASP

Army Reserve Civilian Acquired Skills Program

ARC3S

Army Recruiting Command Central Computer System

ARMC

Army Recruiting Management Course

ARNG

Army National Guard

ARPBSS

Army Reserve Potential Benefit Summary Sheet

ART

Army Reserve technician

ASVAB

Armed Services Vocational Aptitude Battery

AT

annual training

ATAS

Automated Territorial Alignment System

AVMA

American Veterinary Medicine Association

B

BALANCAR

Balance United States Army Reserve

BANS

Board for Accelerated Nurse Selection

BCT

basic combat training

BI

background investigation

BJA

brigade judge advocate

BLT

battalion leadership team

BNCOC

Basic Noncommissioned officers' course

BOAC

billing office address code

BOARDS

Battalion Operations and Awards Reporting System

BPR

business process reengineering

BRAC

base realignment and closure

BSEP

Basic Skills Education Program

BSN

Baccalaureate Degree in Nursing

BSO

brigade staff officer

BT

basic training

BTC

Basic Technical Course

C

CARS

Command Automotive Reporting System

CASA

Civilian Aide(s) to the Secretary of the Army

CAST

Computerized Adaptive Screening Test

CCH Chief of Chaplains	CPO civilian personnel office(r)	DIS Defense Investigative Service
C-E communications-electronics	CRA continuing resolution authority	DLI Defense Language Institute
CG Commanding General	CRNA Certified Registered Nurse Anesthetist	DMAC DCG mission assignment conference
CHAMPUS Civilian Health and Medical Program of the Uniformed Services	CSA customer service authorization	DMD Doctor of Dental Medicine
CHAMPUSVA Civilian Health and Medical Program of the Uniformed Services Veterans Assistance	CSC constructive service credit	DMDC Defense Manpower Data Center
CHOBC Chaplain Officer Basic Course	CV curriculum vitae	D.O. Doctor of Osteopathy
	D	DOD Department of Defense
CIHS currently in high school	DA Department of the Army	DOIM director of information management
CIMS Command Integrated Management System	DAC Department of the Army civilian	DOS days of service
CIP Command Inspection Program	DAFQT deviation Armed Forces Qualification Test	DPL diploma
CLLS Consolidated Leads List System	DANTES Defense Activity for Non-Traditional Education Support	DSSN disbursing station symbol number
CLT company leadership team	DAO defense accounting office	DTP Delayed Training Program
CMF career management field	DASA-IN Defense Accounting Service Activity - Indianapolis	DVM Doctor of Veterinary Medicine
CMO chief medical officer		E
COB Command Operating Budget	DBM dominant buying motive	ECFMG Educational Commission for Foreign Medical Graduates
CofS Chief of Staff	DC Dental Corps	ECLT English Comprehension Level Test
COI centers of influence	dCAS Data Base Commitment Accounting System	E/COI educator/centers of influence
CONAP Concurrent Admission Program	DCG Deputy Commanding General	ECP Early Commissioning Program
COR contracting officer's representative	DCSPER Deputy Chief of Staff for Personnel	ECVMG Educational Commission for Foreign Veterinary Graduates
CP canvassing point	DDD direct distance dialing	EEOP Equal Employment Opportunity Program
CPE clinical pastoral education; customer premise equipment	DDS Doctor of Dental Surgery	EKTS electronic key telephone system
CPIP Clinical/Counseling Psychology Internship Program	DED data element dictionary	ENTNAC Entrance National Agency Check
	DEP Delayed Entry Program	

EO
equal opportunity

EOP
Equal Opportunity Program

EOR
element of resource

ESP
Enlistment Standards Program

ESS
education services specialist

EST
Enlistment Screening Test

EWS
early warning system

F

FAP
Family Advocacy Program; Financial Assistance Program

FI
fiscal intermediary

FLEX
Federation of Licensing Examiners

FORSCOM
United States Army Forces Command

FSC
family services coordinator

FTP
file transfer protocol

FY
fiscal year

FGME
first year graduate medical examination

G

GC
guidance counselor

GCC
Guidance Counselor Course

GCSP
guidance counselor sales presentation

GME
graduate medical education

GN
graduate nurse

GOSP
General Officer Sponsor Program

GPA
grade point average

GRE
Graduate Record Examination

GRP
gross rating point

GSA
General Services Administration; grad or senior I-III A

GSFA
grad or senior female I-III A

GSMA
grad or senior male I-III A

GUI
graphical user interface

H

HBA
health benefits advisor

HCR
health care recruiter

HCRC
Health Care Recruiting Course

HCRT
health care recruiting team

HHG
household goods

HPBTB
Health Professional Bonus Test Program

HPLR
Health Professional Loan Repayment

HPLRP
Health Professional Loan Repayment Program

HPPED
health professional pay entry date

HPRB
Health Professionals Recruiting Bonus

HPSP
Health Professions Scholarship Program

HQDA
Headquarters, Department of the Army

HQ USAREC
Headquarters, United States Army Recruiting Command

HRAP
Hometown Recruiter Assistance Program

HS
high school

HSD
high school diploma

HSDG
high school diploma graduate

HSM
high school market

HSSR
high school senior

I

IADT
initial active duty for training

ICDT
intercomponent data transfer

IDT
inactive duty training

IET
initial entry training

IG
inspector general

IMA
individual mobilization augmentee; Information Mission Area

IMAWG
Information Management Advisory Working Group

IMO
information management officer

IMP
Information Management Plan

IMT
installation ministry team

IRC
Interservice Recruitment Committee

IRR
Individual Ready Reserve

ISP
Incentive Special Pay

ISSO
information systems security officer

IST
individual sustainment tasks

ITO
invitational travel order

ITP
individual training plan

J

JMARC
Joint Market Analysis and Research Committee

JOIN
Joint Optical Information Network

JRAAC
Joint Recruiting Advertising Advisory Council

JRAP
Joint Recruiting Advertising Program

JRCC
Joint Recruitment Commanders Committee

JRISS
Joint Recruiting Information Support System

JROTC
Junior Reserve Officers' Training Corps

K

KSU
key service unit

L

LAMP
Local Advertising Management Program

LAN
local area network

LEADS
Lead Evaluation and Distribution System

LNCO
liaison noncommissioned officer

LOI
letter of interview

LP
limited production

LRL
lead refinement list

LRP
Loan Repayment Program

LTA
local travel area

LTHET
Long-Term Health Education and Training

M

MA
military available

MAP
Masters Assistance Program; military applicant profile

MC
Medical Corps

MCAT
Medical College Aptitude Test

MD
Doctor of Medicine

MDEP
Management Decision Package

MEDCEN
United State Army Medical Center

MEDCOM
United States Army Medical Command

MEDDAC
medical department activity

MEDDET
medical detachment

MEPRS
Military Entrance Processing Reporting System

MEPS
Military Entrance Processing Station

MEPSCAT
Military Entrance Physical Strength Capacity Test

MET
Mobile Examining Team

MGIB
Montgomery GI Bill

M&IE
meals and incidentals expense

MIRC
Mid-Level Interservice Recruiting Council

MIRS
MEPCOM Integrated Reporting System

ML/CSA
maximum limits/communications service authorization

MLCP
multilocation calling plan

MOS
military occupational specialty

MQD
mentally qualified decline

MRP

Military Occupational Specialty Readiness Priority

MS
Medical Service Corps

MSN
Master of Science - Nursing

MSO
military service obligation

MSP
multiyear special pay

MSS
market supportability study

MT
master trainer; ministry team

MTDA
modification table of distribution and allowances

MTS
Modular Telephone System

MUSARC
Major United States Army Reserve Command

MUTA
Multiple Unit Training Assembly

N

NAAD
National AMEDD Augmentation Detachment

NAC
National Agency Check

NAQ
National Agency Questionnaire

NARA
National Archives and Records Administration

NCLEX-RN
National Council for Licensure Examination Registered Nurses

NCMAF
National Conference on Ministry to the Armed Forces

NCO
noncommissioned officer

NCO-ER
noncommissioned officer evaluation report

NFA
non-grad female IIIA

NGB
National Guard Bureau

NHSG
non-high school graduate

NLN
National League for Nursing

NMA
National Market Analysis

NOP
not-on-production

NPS
nonprior service

NRAPS
Nurse Recruiter Applicant Processing System

NSFOP
nonstock fund orders and payable

NSP
Nurse Sustainment Program

O

OBC
Officer Basic Course

OCAR
Office of the Chief, Army Reserve

OCCH
Office of the Chief of Chaplains

OCE
Office of the Chief of Engineers

OCHAMPUS
Office of the Civilian Health and Medical Program
of the Uniformed Services

OCS
Officer Candidate School

OER
officer evaluation report

OML
order of merit list

OMPF
official military personnel file

OPX
off premise extension

ORDB
Operations Reporting Data Base

OSUT
one station unit training

OT
occupational therapist

OTSG

Office of The Surgeon General

OWNRS
OCS/WOFT/Nurse Reporting System

P

PA
physician's assistant

PADD
projected active duty date

PCS
purchasing and contracting

PCS
permanent change of station

PE
physical examination

PEBD
pay entry base date

PERSCOM
United States Total Army Personnel Command

PERSINSCOM
United States Army Personnel Information Sys-
tems Command

PET
preenlistment training

PHS
Public Health Service

PIR
personnel information roster

PLDC
Primary Leadership Development Course

PMOS
primary military occupational specialty

PMS
production management system

POTS
purchase of telephone service

POV
privately owned vehicle

PPI
personal presentation item

PPR
permanent physical rejection

PROCON
production management concepts

PRP
Personnel Reliability Program

PS
prior service

PSA
public service announcement

PSR
prior service records

PT
physical therapist

PTC
Primary Technical Course

PY
prior year

Q

QMA
qualified military available

QNE
qualified not enlisted

R

RA
Regular Army

RADB
Recruiting and Accession Data Base

RBJ
reevaluation believed justified

RC
Reserve Components; Roman Catholic

Rctg Bde
recruiting brigade

Rctg Bn
recruiting battalion

Rctg Co
recruiting company

RCTNCO
Reserve Component transition noncommis-
sioned officer

RDC
regional data center

RE
reenlistment eligibility

REA
recruiter expense allowance

REFRAD
release from active duty

REQUEST
Recruit Quota System

RFMIS
Recruiting Facilities Management Information System

RFMP
Recruiting Facilities Maintenance Program

RFS
request for service

RI
recruiting impropriety

RISC6000
Reduced Instruction Set Computer 6000 Series

RMA
recruiting market analysis

RN
registered nurse

ROC
Recruiting Officer Course; Recruiting Operations Center

RPI
recruiting publicity item

RQSTR
REQUEST reservation

RRDS
ROTC Referral Data Base

RRS
Recruiting and Retention School

RS
recruiting station

RSB
United States Army Recruiting Support Battalion

RSD
recruit ship date

RSID
recruiting station identification

RSM
recruit ship month

RSQ
recruit ship quarter

RSW
recruit ship week

RTR
recruit the recruiter

RWOA
returned without action

RWS
recruiter workstation

R2K
Recruiting 2000

S

SADT
special active duty for training

SAFQT
supplemental Armed Forces Qualification Test

SDAP
special duty assignment pay

SELRES
Selected Reserve

SI
security interviewer

SLRP
Student Loan Repayment Program

SN
student nurse

SOC
Servicemembers Opportunity College; station of choice

SOCAD
Servicemembers Opportunity College Army Degrees

SP
Army Medical Specialist Corps

SRIP
Selected Reserve Incentive Program

SSN
social security number

ST
senior trainer

STANFINS
Standard Financial System

STARC
State Area Command

STARR
Specialized Training for Army Reserve

STRAP
Specialized Training Assistance Program

S2K
Success 2000

T

TA
tuition assistance

TAA

total Army analysis

TACC
total Army career counselor

TAIR
Total Army Involvement in Recruiting

TAP
Troop Action Plan

TAQ
total Army quality

TASO
terminal area security officer

TCB
telecommunications control board

TCC
telecommunications coordinator

TCCO
telecommunications control officer

TCP/IP
transaction control protocol/internet protocol

TDA
tables of distribution and allowances

TDY
temporary duty

TOE
term of enlistment

TOS
term of service; top of system

TPR
temporary physical rejection

TPU
troop program unit

TQM
total quality management

TQSE
temporary quarters subsistence expense

TR
transportation request

TRADOC
United States Army Training and Doctrine Command

TRQ
total recruiting quality

TS
TOP SECRET

TSC

test score category

TWO

technical warrant officer

TWOR

technical warrant officer recruiter

U

UDL

unit discussion leader

ULO

unliquidated obligation

UMT

unit ministry team

USACHCS

United States Army Chaplain Center and School

USACSSA

United States Army Chaplain Service Support Agency

USAISC

United States Army Information Systems Command

USAISC-USAREC

United States Army Information Systems Command - United States Army Recruiting Command

USAR

United States Army Reserve

USARC

United States Army Reserve Command

USARCCO

United States Army Commercial Communications Office

USAREC

United States Army Recruiting Command

USARPERCEN

United States Army Reserve Personnel Center

USC

unit safety coordinator

USFMG

United States citizen, graduate of a foreign medical program

USMEPCOM

United States Military Entrance Processing Command

USUHS

Uniformed Services University of Health Sciences

UTA

unit training assembly

UT-Houston

University of Texas Health Science Center - Houston

V

VA

Veterans Administration

VACPOT

Vacancy Potential Transcript

VC

Veterinary Corps

VEAP

Veterans Educational Assistance Program

W

WAN

wide area network

WO

warrant officer

WOBC

Warrant Officer Basic Course

WOC

warrant officer candidate

WOCS

Warrant Officer Candidate School

WOFT

Warrant Officer Flight Training

WOR

warrant officer recruiter

Y

YATS

Youth Attitude Tracking Study

Appendix A
Related Publications

AR 37-1

Army Accounting and Fund Control.

AR 40-501

Standards of Medical Fitness.

AR 71-13

The Department of the Army Equipment Authorization and Usage Program.

AR 145-2

Junior Reserve Officer Training Program.

AR 310-25

Dictionary of United States Army Terms (Short Title: AD).

AR 310-50

Authorized Abbreviations and Brevity Codes.

AR 340-21

The Army Privacy Program.

AR 380-19

Information Systems Security.

AR 601-1

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command.

AR 601-210

Regular Army and Army Reserve Enlistment Program.

AR 612-201

Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers (RCS MILPC-17(R1)).

JFTR, Vol 1

Uniformed Service Members.

JTR, Vol 2

Department of Defense Civilian Personnel.

USAREC Reg 27-2

Legal Services Support for the United States Army Recruiting Command.

USAREC Reg 350-4

Training Program.

USAREC Reg 350-6

Recruiter Production Management System.

USAREC Reg 350-7

Recruiting Station Production Management System.

USAREC Reg 350-9

Recruiting Company Production Management System.

USAREC Reg 350-10

Recruiting Battalion Production Management System.

USAREC Reg 600-25

Prohibited and Regulated Activities.

USAREC Reg 600-31

United States Army Recruiting Command Award for Junior Reserve Officer's Training Corps.

USAREC Reg 601-45

Recruiting Improprieties Policies and Procedures.

USAREC Reg 601-96

Guidance Counselor Procedures.

USAREC Pam 350-2

Recruiter Handbook.

USAREC Pam 601-8

Recruiter Sales Book.